

# Teaching Assistant Level 3

## Job Description

<b>Signed by:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Medlock Valley Primary School, part of Kingfisher Learning Trust:**  
**Teaching Assistant Level 3 Job Description**

<b>Job Description:</b>	Teaching Assistant Level 3
<b>Responsible to:</b>	Executive Principal
<b>Line Manager:</b>	Assistant Headteacher
<b>Salary:</b>	Grade 4 (SCP 12-17) (£16,295- £17,991) 32.5 hours per week, term time only plus 5 development days
<b>Conditions of Employment:</b>	The appointment is subject to enhanced DBS and medical clearance, as well as references. All Teaching Assistants must be willing to undertake a review of their responsibilities and alter them in accordance with the changing needs of the school as part of the annual Appraisal process. In exceptional circumstances, a review may take place at any other time.
<b>Purpose of Post:</b>	To work under the guidance of designated teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils engaged in learning activities.

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**Main Areas of Responsibility:**

**Support for Pupils**

- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations
- **Supervise, assist and support all pupils, including those with SEND**, to access learning activities, through your knowledge of the curriculum and knowledge of how pupils learn. Support and implement pupils' personal programmes (where appropriate), including social, health, physical, hygiene, and welfare matters
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- Ensure safety, welfare and personal care are attended to with dignity, empathy and respect
- Administering first aid to pupils in line with school procedures, following appropriate training
- Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in learning activities
- Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use
- Contribute to the development and implementation of Personalised Learning Plans
- Promote self-esteem and independence, and employ strategies to recognise and reward achievement of self-reliance
- Promote positive values, attitudes and good pupil behaviour. Anticipate and manage challenging behaviour, conflicts and incidents promptly, whilst encouraging pupils to take responsibility for their own behaviour, in line with established school policies, e.g. following the principles of Team Teach
- Provide appropriate feedback to pupils on their progress and achievement and next steps in learning in line with school policy

**Support for Teachers**

- Liaise sensitively and effectively with parents and carers as agreed with the teacher within role/responsibilities and participate in feedback sessions/ meetings with parents under direction from a teacher
- Assist in developing and maintaining a positive link between the school and the pupil's home; this may involve home visits and attendance at multi-agency meetings
- Work with the teacher to plan and implement lessons/activities, evaluating and adjusting lesson work / plans according to pupils' learning styles and individual needs and to meet pre-determined learning objectives
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring availability of appropriate evidence
- Undertake routine marking of pupils' work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation
- Invigilate tests and examinations as required
- Be responsible for keeping and updating records in a format agreed with the teacher, contributing to reviews / systems of records and systems as necessary
- Collate pupil reports in liaison with the teacher, inputting data as required
- Create, maintain and develop an appropriate learning environment in liaison with the teacher
- Assist with the display of pupils' work that values and reflects their learning, in line with school policy
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Provide clerical support for teachers, e.g. photocopying, filing, record-keeping, collecting money, production of resources for agreed activities etc

**Support for the School**

- Promote the Trust's values, ethos and positive relationships with pupils, staff and stakeholders

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**Main Areas of Responsibility:**

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support positive outcomes for pupils
- Work in collaboration with colleagues , contributing to the achievement of school objectives
- Lead activities outside the classroom with groups of pupils, e.g. lunchtime Club, accompanying pupils to swimming lessons
- Accompany teaching staff and pupils on Educational Visits and out-of-school activities as required and take responsibility for a group under the supervision of a teacher
- Participate in the work of a school development team eg, Aspect; Subject etc
- Act as cover, supervising whole classes occasionally, during short-term, unforeseen absence of teachers. Maintain good order and keep pupils on task. Respond to pupils' questions and generally assist pupils to undertake set activities

**Standard Duties**

- Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and promote equal opportunities for all
- Uphold and promote the values and the ethos of the Trust and School
- Implement and uphold the policies, procedures and codes of practice of the Trust and School, including relating to confidentiality, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection
- Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises
- Participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually reflect on and improve own performance and that of the team/school
- Attend and participate in relevant meetings as appropriate
- Undertake any other additional duties commensurate with the grade of the post

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Person Specification			
	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
<b>Education &amp; Qualifications</b>	NVQ 3 for Teaching Assistants or equivalent qualification or experience	Paediatric First Aid certificate	A
	Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework		A
	Training in relevant learning strategies		A
<b>Experience</b>	Experience of working with children in an educational setting who have different individual needs, including special educational needs, and learning styles		A / I / R
	Experience of preparing/contributing to resources to support learning programmes		A / I / R
	Experience of effectively using ICT and other technology, and resolving straightforward problems in their operation		A / I
<b>Skills &amp; Abilities</b>	Interpersonal skills to build and maintain effective relationships with all pupils, colleagues and stakeholders		AF / I / R
	Communication skills to liaise sensitively with parents and carers		AF / I / R
	Creative skills to contribute to and adapt learning activities relating to the National Curriculum and other learning objectives		AF / I / R
	Ability to promote a positive ethos and be a good role model		AF / I / R
	Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and own position within these		AF / I / R
	Continually improve own practice/knowledge through self-reflection and learning from others		AF / I / R

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Person Specification			
	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
<b>Knowledge</b>	<p>Knowledge of relevant policies/codes of practice/ and awareness of relevant legislation and the responsibilities of the role within these for promoting pupils' welfare</p> <p>Knowledge of National/Foundation Stage Curriculum and other relevant learning programmes/strategies</p> <p>Understanding of the principles of child development and learning processes</p> <p>Understanding of equal opportunities and inclusion and how it applies in a school setting</p> <p>Understanding of how safeguarding and confidentiality are important when working with children</p>	Knowledge of a Community language, e.g. Signalong, Urdu, Polish, Rumanian	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
<b>Work Circumstances</b>	<p>To work flexibly as the workload and needs of the pupils demand</p> <p>To travel and work at other locations/schools as may be required including those across the Trust</p> <p>Occasional out of hours working to support school functions</p>		<p>I</p> <p>I</p> <p>I</p>

*Abbreviations:* AF = Application Form; I = Interview; R = Reference

*NB - Any candidate with a disability who meets the essential criteria will be guaranteed an interview*