

JOB DESCRIPTION

SCHOOL: ASHTON WEST PRIMARY ACADEMY

JOB DESIGNATION: TEACHING ASSISTANT LEVEL 3

POST OBJECTIVE/S:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.

To supervise, within a school cover supervision policy, whole classes occasionally during the short term absence of teachers, to maintain good order and to keep pupils on task.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS
<ul style="list-style-type: none">• Use specialist (curricular/learning) skills/training/experience to support pupils• Assist with the development and implementation of SEN support• Establish productive working relationships with pupils, acting as a role model and setting high expectations• Promote the inclusion and acceptance of all pupils within the classroom• Support pupils consistently whilst recognising and responding to their individual needs• Encourage pupils to interact and work co-operatively with others and engage all pupils in activities• Promote independence and employ strategies to recognise and reward achievement of self-reliance• Provide feedback to pupils in relation to progress and achievement
SUPPORT FOR THE TEACHER
<ul style="list-style-type: none">• Work with the teacher to establish an appropriate learning environment• Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate• 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, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence• Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested• Undertake marking of pupils' work and accurately record achievement/progress• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour• Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed• Administer and assess routine tests and invigilate exams/tests• Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM
<ul style="list-style-type: none">• Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs• Implement local and national learning strategies e.g. literacy, numeracy,, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills• Support the use of computing in learning activities and develop pupils' competence and independence in its use• Help pupils to access learning activities through specialist support• Determine the need for, prepare and maintain general and specialist equipment and resources
SUPPORT FOR THE SCHOOL
<ul style="list-style-type: none">• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop• Contribute to the overall ethos/work/aims of the school• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils• Attend and participate in regular meetings• Participate in training and other learning activities as required• Recognise own strengths and areas of expertise and use these to advise and support others• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate• Undertake planned supervision of pupils' out of school hours learning activities• Supervise pupils on visits, trips and out of school activities as required

PERSON SPECIFICATION

TEACHING ASSISTANT LEVEL 3

Personal requirements of a successful postholder

Education/Qualifications/Membership of Professional Institutions (indicate grade)

Willingness to undertake TA induction training	E
NVQ Level 3 for Teaching Assistants or equivalent, or 3 years relevant experience	E
Very good numeracy/literacy skills GCSE or equivalent	E

Specialised Training

Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.	E
Appropriate first aid training	E

Experience

Experience working with children of relevant age	E
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Key Skills

Can use ICT effectively to support learning	E
Use of other equipment technology – video, photocopier	D
Ability to self-evaluate learning needs and actively seek learning Opportunities	E
Ability to relate well to children and adults	E
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E

Key Knowledge

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	E
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	E
Understanding of principles of child development and learning processes	E

For information

Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.