



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	BEIGHTON NURSERY INFANT SCHOOL
POST TITLE	SENIOR TEACHING ASSISTANT – LEVEL 3
ROLE PROFILE	LD3
TOOLKIT JOB REF NUMBER	ToolkitJD-13e
GRADE	4 (inclusive of JWCs) Mainstream School
RESPONSIBLE TO	Line Manager as defined in staffing structure
RESPONSIBLE FOR	As defined in staffing structure
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist 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 on task. Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities
RELEVANT QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Very good literacy/numeracy skills • NVQ 3 for teaching assistants or equivalent qualifications or experience • Training in the relevant learning strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, cache etc • Appropriate first aid and managing medicines training

JOB DESCRIPTION FOR POST OF:- SENIOR TEACHING ASSISTANT – LEVEL 3

SPECIFIC DUTIES AND RESPONSIBILITIES

The post holder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Main Duties and Responsibilities

SUPPORT FOR PUPILS

1. Use specialist (curricular/learning) skills/training/experience to support pupils
2. Assist with the development and implementation of IEPs
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
4. Promote the inclusion and acceptance of all pupils within the classroom
5. Support pupils consistently whilst recognising and responding to their individual needs
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER

9. Work with the teacher to establish an appropriate learning environment
10. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
11. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
12. 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
13. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
14. Undertake marking of pupils' work and accurately record achievement/progress
15. 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
16. 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
17. Administer and assess routine tests and invigilate exams/tests

18. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

19. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
20. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
21. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
22. Help pupils to access learning activities through specialist support
23. Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL

24. 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
25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
26. Contribute to the overall ethos/work/aims of the school
27. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
28. Attend and participate in regular meetings
29. Participate in training and other learning activities as required
30. Recognise own strengths and areas of expertise and use these to advise and support others
31. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
32. Undertake planned supervision of pupils' out of school hours learning activities i.e. before and after school clubs
33. Supervise pupils on visits, trips and out of school activities as required

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: June 2026

CITY OF SHEFFIELD

CHILDREN AND YOUNG PEOPLE'S DIRECTORATE

**PERSON SPECIFICATION FOR THE POST OF
Senior Teaching Assistant – Level 3**

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT <i>(E.g. interview, Application form, test, assessment etc.)</i>
Skills/Knowledge	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	Application Form, Interview
Working knowledge of national/EYFS curriculum and other relevant learning programmes/strategies	Application Form, Interview
Understanding of principles of child development and learning processes	Application Form, Interview
Ability to relate well to children and adults	Application Form, Interview
Has a caring positive attitude towards pupils welfare	Application Form, Interview, references
Has experience of working with and has an ability to develop positive relationships with pupils with special educational needs and the associated social, emotional and behavioural impact	Application Form, Interview, references
Can assist the school in forming a positive partnership with parents	Application Form, Interview, references
Has an awareness of issues involved in including pupils with special educational needs in a mainstream setting	Application Form, Interview, references
Can manage the behaviour of pupils in a reasonable manner and in accordance with school policies	Application Form, Interview, references
	Application Form, Interview, references
Ability to self-evaluate learning needs and actively seek learning opportunities	Application Form, Interview
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Application Form, Interview, references
Effective use of ICT to support learning	Application Form, Interview,
Use of other equipment technology e.g. photocopier	Application Form, Interview
Has sound speaking and listening skills to extend language in discussion	Application Form, Interview
Can maintain trust and confidentiality where appropriate	Application Form, Interview
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application Form, Interview
Can complete and maintain pupils records	Interview
Has experience of pupil assessment	

Experience/Qualifications/Training etc. (if any)	
Appropriate qualification for Nursery setting (if working with early years)	
NVQ3 for Teaching Assistants or equivalent qualification or experience	Application Form
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.	Application Form
Has SEN specific experience e.g. social emotional and mental health, autism, team teach	Application Form, Interview
ICT skills – proficient in the use of word, email	Application Form
Appropriate first aid and medicines training or willingness to carry out first aid and administration of medicines for which training will be given where necessary and an allowance will be paid as appropriate	Application Form , Interview
Experience working with or caring for children of relevant age in the appropriate school setting	Application Form, Interview, references
Very good numeracy/literacy skills	Application Form, Interview

Work Related Circumstances (Including Working Conditions)	
Willingness to undertake additional and appropriate specialist training	Application Form, Interview
Can allocate some contractual time to after school staff meetings/after school clubs as directed	Application Form, Interview
Can allocate some contractual time to the whole of, or part of, staff training days as directed	Application Form, Interview
Can maintain personal presentation that sets high standards for the pupils	Application Form, Interview
Positively seeks to do things better. Participates in opportunities, challenges and changes.	Application Form, Interview, references
Can work within the spirit of City Council and School Policies to do with Equal opportunities, Safeguarding, Health & Safety, Finance, Smoking etc.	Application Form, Interview