

**JOB DESCRIPTION**

**POST:** Teaching Assistant Level 3

**RESPONSIBLE TO:** Deputy Principal

**SALARY:** Scp 12-16 £26,544 - £28,509 per annum FTE to be pro rata based on working 39 weeks per year plus Local Government pension scheme.

**LOCATION:** Oasis Academy Don Valley

**WORKING PATTERN:** 35 hours per week 8:30-4:00pm 39 weeks per year.

**DISCLOSURE LEVEL:** Enhanced

**JOB PURPOSE:**

To work under the guidance/instruction of designated teaching/senior staff to undertake whole class and support programmes, to enable access to learning for children.

**KEY TASKS:**

**Support for Children**

• Establish rapport and respectful, trusting relationships with children, acting as a role model and setting high expectations.

• Supervise and provide particular support for children, including those with special needs, ensuring their access to learning resources.

• Ensure children’s safety, welfare and personal hygiene. (Basic First aid to be included where appropriate).

• Promote inclusion and acceptance of all children in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.

• Support the implementation of IEPs, Behaviour Plans, Personal Care Programmes, Curriculum Planning and Assessment.

• Promote self-esteem and independence amongst children.

• Provide feedback to children on their progress and achievement under the guidance of a teacher, in line with school policy. Evaluate learning and provide feedback to the teacher / parent / agency as needed.

• Be able and willing to undertake cover supervision for the teacher occasionally.

**Support for Teachers**

• Promote good children behaviour, dealing promptly with conflicts in line with school behaviour policies.

• Establish constructive relationships with parents and carers, promoting the School’s home/school liaison policy.

• Assist the teacher with the preparation of teaching and learning materials and resources.

• Undertake whole teaching, being aware of children learning styles. Adjust activities according to children responses / needs.

• Work with children on programmes linked to local and national curriculum and learning strategies e.g. literacy, numeracy, early years, recording achievement, progress and feeding back to the teacher.

• Monitor children’s responses to learning activities and achievement as directed.

• Provide detailed feedback to teachers on children’s achievement, progress, problems etc. as requested.

• Undertake children record keeping as requested.

• Assist with the collation of children reports as requested by the teacher. This may involve data input.

• Support the effective use of ICT in learning activities and develop children’s competence and independence in its use.

• Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.

• Assist with the display of children’s work in the classroom and around school.

• Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist children’s in their use.

• Administer and mark routine tests e.g. spelling, mental arithmetic and invigilate tests as required.

• Provide clerical support for teacher’s e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock, administering coursework, production of work sheets for agreed activities.

**Support for the School**

• Be aware of and comply with policies relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.

• Contribute to the overall work, smooth running and ethos of the school.

• Appreciate and support the role of other people in the team.

• Attend and participate in meetings as required.

• Improve one’s own practice through training, self-evaluation and performance management.

• Assist with the supervision of children’s out of directed lesson time, including before and after school and at lunchtime, within working hours.

• Accompany teaching staff and children on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.

**Contacts**

• Teaching and other staff in the School.

• Children.

• Parents/relatives/carers.

• Peripatetic services.

• Educational Psychologists and other education or health care professionals.

• Academy Council.

**Safeguarding children and young people**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Person Specification**

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|  | Essential | Desirable |
| Qualifications | • At least NVQ level 3 and GCSE/ O-level grade C English and Maths Knowledge, Experience, Skills and Abilities • Experience of working effectively in a learning / child care setting • Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and parents/ carers from a variety of ages, abilities and backgrounds.• Aptitude to develop knowledge of the role within an education environment. • Flexible, adaptable and positive attitude to working in a structured environment • Communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response  | • Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment • Current first aid certificate • The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team • Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution • Proven communication and inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues. |
| Work-related Personal Requirements | • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. • Ability to maintain confidentiality. • Ability to reflect • Ability to demonstrate patience with firmness |  |