

JOB DESCRIPTION

Job Title:	KS2 Teaching Assistant (TA3)
Directorate/School:	Children, Families and Communities
Hours:	32.5 hours per week - - 8.30am to 3.30pm (term time only - Monday to Friday with 30 minutes unpaid lunch break)
Start:	ASAP - subject to completion of all references, DBS and medical clearance
Grade:	Grade 3 - Salary Scale 4 scp7
Salary Scale:	£20,092 to £21,748 (fte) per annum
Reporting To:	Class Teacher and SLT

JOB PURPOSE

To support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.

To promote independence, self-esteem and social inclusion.

Duties and responsibilities

All of the tasks and responsibilities for Grade 3 and in addition to those:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- To manage the class to cover teacher's PPA/absence
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- To oversee individual classes or groups within the school, being responsible for cover supervision under the direction of the teacher.
- Use ICT skills to advance pupils' learning
- To contribute to effective planning and assessment by supporting the monitoring, recording and reporting of pupil progress as appropriate
- Communicate effectively with staff, pupils and parents and carers under the direction of the class teacher
- Develop effective, professional relationships with colleagues
- Make a positive contribution to the wider life and ethos of the school
- Promote the safety and wellbeing of pupils and to help safeguard pupils well being by following the requirements of Keeping Children Safe In education and our school's child protection policy
- Keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders and identifying any professional development which will improve their effectiveness in this role.
- Undertake any other relevant duties given by the class teacher

QUALIFICATIONS REQUIRED (ESSENTIAL)

Qualified Status NVQ Level 3 minimum

SUPERVISORY RESPONSIBILITY

No staff supervision.

SUPERVISION RECEIVED

Classroom teacher/designated supervisor.

PRINCIPAL CONTACTS

Pupils, parents, classroom teacher/supervisor, other professional groups, other Teaching Assistants.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

KS2 TEACHING ASSISTANT: Grade 3

Person Specification

Criteria	Essential	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> Supporting pupils in all age groups throughout the school and pre-school 	<ul style="list-style-type: none"> Supporting children from Key Stage 1 to Year 6 	Application form and interview
Skills and attributes	<ul style="list-style-type: none"> Effective oral and written communications Evidence of specialism in specific curriculum areas or areas of particular learning difficulty. Suitability to work with young children Able to form and maintain appropriate relationships and personal boundaries with children and young people Positive attitude to the use of authority and maintaining discipline Ability to maintain strictest confidentiality and integrity at all times Ability to encourage high standards of pupil behaviour at all times Ability to manage a whole class of children without the direct supervision of the teacher Ability to maintain positive and effective behaviour management strategies whilst in charge of a class Ability to co-ordinate and direct other teaching assistants according to needs of the children Ability to adapt according to needs at short notice, e.g. to take on cover supervision throughout the school should this be required Experience of working as a TA3 and managing a class without supervision An understanding of SEND issues 	<ul style="list-style-type: none"> Sensitivity in collaborative work with colleagues within and outside the school Ability to be flexible in order to create effective solutions 	<p>Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> motivation to work with children and young people ability to form and maintain appropriate relationships and personal boundaries with children and young people

Personal qualities	<ul style="list-style-type: none"> ▪ Understanding of trauma in children and an empathetic approach to dealing with issues that may arise ▪ Ability to use judgement and common sense ▪ Approachable ▪ Ability to prioritise ▪ Ability to work on own initiative ▪ Ability to work as part of a team. ▪ Ability to work in partnership with parents and teachers ▪ Ability to deal with sensitive information in a confidential manner ▪ Excellent personal organisation and self-motivation ▪ Commitment ▪ Reliable and trustworthy ▪ Flexible approach to work ▪ Flexibility to commit to additional hours if required ▪ Honest ▪ Ability to be sensitive to the needs of others ▪ Ability to be supportive ▪ Professionalism ▪ A sense of humour, warmth, energy, stamina and resilience ▪ High standards of personal appearance 	<ul style="list-style-type: none"> ▪ An enthusiasm for challenge, development and innovation 	Application form, references and interview
Education and qualifications	<ul style="list-style-type: none"> ▪ Minimum NVQ Level 3 essential ▪ Good IT, numeracy and literacy skills ▪ Willingness to undertake further professional development ▪ Food Hygiene Certificate 	<ul style="list-style-type: none"> ▪ Recognised first aid certificate 	Application form and certificates

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment