

Milton Keynes Council – Role Profile

Role Title: **Teaching Assistant L3 (Specialist)**

Service Group: **Children and Families**

Accountable to: **Head Teacher**

JE Ref: **JE0768**

Grade:

Purpose of job

To work with teachers to support teaching and learning, providing specialist support to the school in an aspect of the curriculum, age range or additional needs.

Key Objectives

1	Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2	Provide short-term, ad hoc cover supervision of classes.
3	Undertake at least one of the following: e. provide specialist* support to pupils with learning, behavioural, communication, social, sensory or physical difficulties f. provide specialist* support to pupils where English is not their first language g. provide specialist* support to gifted and talented pupils h. provide specialist* support to all pupils in a particular learning area eg ICT, literacy, numeracy, National Curriculum subject) * “specialist” requires the TA to have gained recognised expertise in relation to one or more of the specialisms through long-term, dedicated training and significant targeted practical experience.
4	Assess, record and report on development, progress and attainment as agreed with the teacher
5	Support pupils in social and emotional well being, reporting problems to the teacher, as appropriate
6	Escort and supervise pupils on educational and out of school activities
7	May be required to occasionally oversee the work of other class support staff in relation to post holder’s specialism or generally to assist class teacher.
8	Level 3 duties may be considered to include any individual tasks listed at Level 1 or 2 when necessary and instructed by the class teacher.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school’s requirements and these may

be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Work with pupils not working to the normal timetable
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Work is normally carried out in the classroom or similar environments, which may sometimes involve exposure to noise or other unpleasant conditions

Work Profile

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Prepare and present displays
- Invigilate exams and tests
- Attend to pupils' personal needs and implement related personal programmes, including social, specific medical needs, First Aid, physical hygiene and welfare matters with appropriate training/support
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- 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.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge			Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time	<u>A</u>	<u>A</u>	Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience	<u>D</u>		
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role	<u>E</u>		
Qualifications	NVQ3 for Teaching Assistants or equivalent qualifications	X		A
Skills / Experience	Experience of staff management and supervision in a school environment		X	A
				A
Competencies			Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area	<u>A</u>	<u>S</u>	Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements	<u>S</u>		
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice	<u>E</u>		
Planning and organising work	Ability to plan and implement learning programmes in conjunction with the class teacher	X		I,R
Planning capacity and resources	Managing the deployment and performance of other TAs and support staff within the school	X		I,R
Influencing and interpersonal skills	Ability to relate well to children, parents, teaching staff and other colleagues.	X		I,R
	Establish productive working relationships with pupils and promote inclusion and acceptance of all pupils	X		I,R
Using initiative	Adapting programmes to suit individual pupils and circumstances and identifying innovative approaches to learning activities		X	I,R
Working independently	Ability to manage the classroom in the absence of the class teacher, maintaining appropriate behaviour and delivering learning activities in accordance with agreed plans	X		I,R
Managing people	Managing Teaching Assistants and other support staff.	X		I,R
Managing resources	Assisting with classroom set up. Use and safe keeping of classroom equipment and apparatus	X		I,R
	Managing information resources in relation to pupils and TA staff		X	I,R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	X		I,R
Managing oneself	Awareness of opportunities for professional self-improvement		X	I,R