



## Job Description for Level 3 Specialist Teaching Assistant

Grade:	Grade F
Points:	6 (actual salary £18,788)
Weeks per Year:	38 term time, plus five training days
Hours per Week:	37 hours per week (Monday 8.30-4.30, Tuesday to Friday 8.30 to 3.45)
Closing date:	Wednesday 5 <sup>th</sup> July 2023 12pm

### Key Purpose of Post

To work with the teaching staff to enable access to learning and quality education for pupils across the school within KS1/2/3/4/5 by supporting behaviour and pupil well-being.

### In General

Level 3 Specialist Teaching Assistants form part of the dedicated whole staff team. All of our Level 3 Specialist Teaching Assistants are employed specifically to work with individual or small groups of pupils under the direction of the class teacher/form tutor supporting the pupils' learning and behaviour. Specific skills of individual Level 3 Specialist Teaching Assistants are taken into account.

To be responsible for ensuring child protection and the welfare and well being of the children in our care.

### Support for Pupils

- Supervise and provide support for pupils, ensuring their safety, well-being and access to learning activities, using specialist skills/training/experience in behavioural management.
- Work with the teacher on lesson planning, evaluating and adjusting lesson plans as appropriate
- Assist with the development and implementation of IBLP's.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Receive and supervise pupils needing a one to one timetable
- Participate in assessing pupils to determine those in need of particular support
- Develop 1-to-1 mentoring arrangements with pupils and provide support for students with complex needs.
- Promote the inclusion and acceptance of pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Provide information, support and advice to enable pupils to make choices about their own behaviour/learning/attendance.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Challenge and motivate pupils, promote and reinforce self esteem.
- Promote positive reinforcement and provide positive feedback in relation to progress and achievement.
- To be directly involved in the process which includes TEAM TEACH/withdrawal of pupils from the classroom in order to manage volatile situations and ensure the well-being of all pupils and staff.



- Provide support to promote the effective transfer of pupils across the school and from mainstream to Maplefields/Maplefields to mainstream

## Support for Teachers

- Work under the guidance of teacher/curriculum lead to implement agreed work plans with individuals/groups, inside or outside the classroom
- Assist the teacher in the whole planning cycle of work plans and managing/preparing resources
- Occasionally supervise whole classes during short-term teacher absence
- Liaise with feeder schools and relevant bodies to gather pupil information.
- Work with the teacher to establish a safe and secure learning environment.
- Monitor pupils' response to learning and behaviour targets and accurately record achievement and progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Promote good pupil behaviour, encourage pupils to take responsibility for their own behaviour by assisting in the development and implementation of agreed behaviour management strategies.
- Establish constructive relationships with parents/carers exchanging information and providing support.
- Provide clerical/admin support e.g. making telephone calls, photocopying, laminating, making certificates, etc.
- **Support the transition process through key stages by assisting the teacher to ensure sound routine and practice within the agreed whole school policy.**

## Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Work under guidance to provide support in addressing the needs of particular pupils who need help to overcome barriers to learning
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- **Support the deliver of local and national learning strategies especially with regard to transition.**
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare and use specialist equipment, plans and resources to support pupils.
- To be involved in whole school discussion regarding curriculum development as appropriate.

## Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health and safety, behaviour management, confidentiality and data protection, reporting all concerns to the appropriate agreed person.
- Ensure all pupils have equal opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.



- Attend and participate in relevant meetings as required.
- Assist with the supervision and support of our lesson times, at lunchtimes, before and after school.
- To support pupils in off site activities which have the agreed risk assessment.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To undergo initial TEAM TEACH training and thereafter refresher courses as required by the Team Teach tutors in school to maintain this qualification up to date.
- To work within the staff team to support the well-being of staff and pupils, ensuring safety for all.