

Job Description



Job Title: Level 3 Teaching Assistant

Grade: Band E – 30.5 hours

Responsible to:

Head Teacher, Governing Body and Trust

Responsible for:

Ensuring children are ready for learning and occasional cover duties of a class

Purpose of Post:

- To complement the professional work of Teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- This may involve planning, preparing and delivering activities for individuals / groups or short-term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
- When covering, the postholder will need to respond to questions and generally assist pupils to undertake set activities.
- The post holder will be responsible for the management and development of a specialist area within the school, Early Speech and Language, including allocation and monitoring of work and training.

Key Areas

- Support for Pupils
- Support for the Teachers
- Support for the Curriculum
- Support for the School
- Support for Safeguarding
- Support for Parents and Families

Duties and Responsibilities.

Support for Pupils

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. Develop and implement Individual Education Plans.
4. Promote the inclusion and acceptance of all pupils within the classroom
5. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
6. Support pupils consistently whilst recognising and responding to their individual needs.
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 Teachers

1. Organise and manage appropriate learning environments and resources.
2. Within an agreed system of supervision, plan challenging Teaching and learning objectives to evaluate and adjust lessons / work plans as appropriate.
3. Monitor and evaluate pupils' responses to learning activities through a range of assessments and monitoring strategies against pre-determined learning objectives.
4. 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.
5. Record progress and achievement in lessons / activities systematically and provide evidence of range and level of progress and attainment.
6. Work within the established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
7. Support the role of parents in pupils' learning and contribute to / lead meetings with Parents to provide constructive feedback on pupil progress / achievement etc.
8. Administer and assess / mark tests and invigilate exams / tests.
9. Produce lesson plans, worksheets, plans etc.

Support for the Curriculum

1. Deliver learning activities to pupils, within the agreed system of supervision, adjusting activities according to

pupil responses / needs.

2. Deliver local and national learning strategies, e.g., SFA, Literacy, Numeracy, Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
3. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
4. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
5. Advise on the appropriate deployment and use of specialist aid / resources / equipment.

Support for the School

1. 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 in accordance with policy.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos / aims of the school.
4. Support the role of other professionals.
5. Establish constructive relationships and communicate with other agencies / professionals, in liaison with the Teacher, to support achievement and progress of pupils.
6. Take the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting pupils.
7. Recognise own strengths and areas of expertise and use these to achieve and support others.
8. Deliver out of school learning activities within the guidelines established by the school.
9. Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

Support for the Safeguarding

The Safeguarding Champion and Head Teacher will be a designated lead on safeguarding and child protection. You may on occasion be needed to be part of the wider team to ensure the safeguarding of all students within the academy by:

1. Investigating causes for concern raised by staff
2. Communicating effectively with appropriate agencies with regard to individual safeguarding concerns
3. Making referrals to appropriate agencies (e.g. social care) if appropriate
4. Attending multi agency meetings regarding students on behalf of the school (eg. EHP, CIN and Core group meetings)
5. Ensuring that appropriate records are maintained for all areas of safeguarding and child protection
6. Maintaining and developing school systems and organisation regarding safeguarding and child protection in line with best available practice and legal requirements
7. Attending training as directed in order to ensure up to date knowledge and skills
8. Deliver training, support and advice on safeguarding and child protection for staff in both academies to ensure best practice and school systems are consistently applied

Support for the Parents and Families:

9. Effective communication with parents, families and other stakeholders to ensure an accurate understanding of school attendance and performance
10. Represent the Academy at professionals meetings
11. Ensure high quality communications celebrating improvement as well as addressing challenge
12. Support families in ensuring effective parenting and decision making at home, and signpost where additional support may be required.

General

1. Post holders will be required to be able to meet the Higher Level Teaching Assistant standards or have an equivalent qualification or experience.
2. NVQ Level 2 or equivalent in English and Maths will be an additional, minimum requirement, together with training in relevant learning strategies, e.g. Literacy.
3. The post holder will also require specialist skills / training in curriculum or learning area, e.g., bi-lingual, sign language, CT etc.
4. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.

The following knowledge / skills will be required:

- Full working knowledge of relevant policies / codes of practice / legislation
- Good understanding of child development and learning processes
- Understand of statutory frameworks relating to teaching.
- Ability to organise, lead and motivate a team.
- Constantly improve own practice / knowledge through self-evaluation and learning from others.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Signature of Post holder

Signature of Headteacher