

LEVEL 3 TEACHING ASSISTANT – JOB DESCRIPTION

Hours of work: 32.5 hours per week (5 Days) or 26 hours per week (4 days) TTO (39 weeks)

Salary FTE: £27,254 plus £1,722 SEN allowance (pro rata).

Actual salary: £21,217.91 plus £1,340.62 SEN allowance for 5 days, £16,974.33 plus £1,072.50 SEN allowance for 4 days.

MAIN PURPOSE

- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of students including the provision of specialist skills as appropriate.

DUTIES AND RESPONSIBILITIES

Support for Students (either individually or in groups)

- Support the activities of individuals or groups of students. Participate in the education of students.
- Establish and maintain relationships with individual students and groups.
- Contribute to Education and Health Care Plans (EHC) as appropriate.
- Support students during learning activities.
- Promote students' social and emotional development.
- Contribute to the health and well-being of students.
- Support students with special needs (where appropriate to the focus of the role):
 - Sensory and/or physical impairment.
 - Cognition or learning difficulties.
 - Behavioural, emotional and social development needs.
 - Communication and interaction difficulties.
- Support students with literacy and numeracy skills.
- Support students to access the curriculum.
- Attending to the physical and personal care needs of students where appropriate in line with the college's Intimate Care Policy.
- Support students on residential visits and other activities.

Support for the Teacher(s)

- Observe and report on student performance.
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of students' behaviour.
- Contribute to maintaining student' records.
- Support the maintenance of students' safety and security.

- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.
- Undertake routine marking in line with college policy.
- Provide clerical/admin support, e.g., photocopying, collecting money, administer coursework, produce worksheets, etc.

Support for the College

- Support the development and effectiveness of team work within the college environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- Review and develop own professional practice.
- Work as required across the curriculum within the college.

Support for the Curriculum

- Support the use of information and communication technology in the classroom.
- Work as required across the curriculum within the college as appropriate to their training and experience and support students in the work place.
- Individuals have a responsibility for promoting and safeguarding the welfare of students and young people they are responsible for or comes into contact with.
- Ensure their tasks are carried out with due regard to Health and Safety.
- Participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the college:
 - To promote the agreed vision and aims of the college.
 - To set an example of personal integrity and professionalism.
 - Attendance at appropriate staff meetings and progression evenings.
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of The Hive College.

SUPERVISION RECEIVED

- **Supervising Officer's Job Title:** Executive Principal / Assistant Principal / Teachers
- **Level of Supervision:** Left to work within established guidelines subject to scrutiny by supervisor

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY

Method of Assessment (MOA)

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> • Experience of supporting young adults in a classroom environment, including those with special educational needs • Experience of using ICT effectively to support students in the classroom 	AF/I AF/I
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	<ul style="list-style-type: none"> • A good standard of education particularly in English and Mathematics • Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment • Knowledge of SEN Code of Practice • Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age of the students • Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher • Ability to consistently and effectively implement agreed behaviour management strategies • Ability to use language and other communication skills that students can understand and relate to • Ability to establish positive relationships with students and empathise with their needs • Ability to demonstrate active listening skills • Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task • Ability to monitor the students response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes • Ability to carry out and report on systemic observations of students' knowledge understanding and skills • Ability to assist in the recording of lessons and assessment as required by the teacher • Ability to offer constructive feedback to students to reinforce self-esteem 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I

	<ul style="list-style-type: none"> • Ability to work effectively and supportively as a member of the college team • Ability to work within and apply all college policies e.g. Behaviour Management, Adult Safeguarding, Health and Safety, Equal Opportunities 	AF/I
TRAINING	<ul style="list-style-type: none"> • Willingness to participate in further training and developmental opportunities offered by the college, to further knowledge 	AF/I
EDUCATION/ QUALIFICATIONS <small>NB: Full regard must be paid to overseas qualifications</small>	<ul style="list-style-type: none"> • NVQ Level 3 for Teaching Assistants or equivalent • GCSE English and Maths Grade C and above (or equivalent) • Good ICT skills 	AF/I AF/I AF/I
OTHER	<ul style="list-style-type: none"> • Willingness to maintain confidentiality on all college matters • A flexible and positive attitude • Competent and organised • Patient • Reliable and punctual • Enjoy working with young adults 	AF/I AF/I AF/I AF/I AF/I AF/I
SAFEGUARDING	<ul style="list-style-type: none"> • Enhanced DBS is essential • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role 	AF/I AF/I

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