



# KING EDWARD VI BALAAM WOOD ACADEMY

*Educational excellence for our City*

## **Job Description**

*~ Level 3 Teaching Assistant ~*

**King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU**

<b>Title</b>	<b>Level 3 Teaching Assistant</b>
<b>Grade</b>	SCP9-12 £25,119-£26,421 (£22,063-£23,206) per annum
<b>Hours</b>	8:15-4:15pm Monday to Friday
<b>Reports to</b>	SENCo
<b>Disclosure level</b>	Enhanced
<b>Purpose</b>	<p>To work with Teaching Staff to raise the learning and attainment of pupils.</p> <p>To promote pupils' independence, self-esteem and social inclusion.</p> <p>To give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.</p> <p>To provide one-to-one support to a pupil who has a range of needs.</p> <p>To deliver a range of interventions in small groups and 1:1.</p>
<b>Duties and responsibilities</b>	<p><u>Teaching &amp; Learning</u></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Promote, support, and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.</li> <li>• Use effective behaviour management strategies consistently in line with the academy's policy and procedures.</li> <li>• Support Teaching Staff with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.</li> </ul>

- 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.
- Supervise a class if the teacher is temporarily unavailable.
- Use ICT skills to advance pupils' learning (including packages to support remote learning).
- Undertake any other relevant duties given by the subject teacher.

#### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the classroom for lessons.
- Working with colleagues and other relevant professionals
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the SENDCO.
- Communicate their knowledge and understanding of pupils to other academy staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the SENDCO, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the academy
- Develop effective professional relationships with colleagues.
- Whole-academy organisation, strategy and development
- Contribute to the development, implementation and evaluation of the academy's policies, practices and procedures, so as to support the academy's values and vision.
- Make a positive contribution to the wider life and ethos of the academy.

#### Health and Safety

- Promote the safety and wellbeing of pupils and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our academy's Safeguarding Policy.

#### Professional Development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with

	<p>academy leaders, and identifying relevant professional development to improve personal effectiveness.</p> <ul style="list-style-type: none"> <li>• Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the academy.</li> <li>• Take part in the academy’s appraisal procedures.</li> <li>• Personal and professional conduct</li> <li>• Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside academy.</li> <li>• Have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards of attendance and punctuality.</li> <li>• Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the academy community.</li> <li>• Respect individual differences and cultural diversity.</li> <li>• Safeguard and promote the welfare of children and young people, follow academy policies and the staff Code of Conduct.</li> </ul>
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p><b>Postholder:</b></p> <p><b>Postholder Signature:</b></p> <p><b>To be reviewed on an annual basis.</b></p> <p><b>October 2024</b></p>	