

# Role Profile

## Teaching Assistant (Level 3)

Based at

Great Marsden St John's Primary School – A Church of England Academy

### Purpose of the role (job statement)

Expected to work with the teacher in a collaborative way, in meeting the personal, social, spiritual and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst pupils. Would be expected to

- plan and implement teaching and learning activities to individuals and groups to
- undertake supervisory cover for classes as appropriate.
- establish - supportive and constructive relationships with pupils, parents, carers and the wider community

### Key Responsibilities

#### Support for Pupils:

1. To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
2. To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
3. To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
4. To assist in the devising of pupil's individual targets and their monitoring and review.
5. To support pupils as part of a planned inclusion programme.
6. To develop positive relationships with pupils and staff to assist pupil progress and attainment.
7. To monitor and record pupil progress on a regular basis and to prepare reports as required.
8. To assist in the specific medical/care needs of pupils when specific training has been undertaken.

#### Support for the Teacher:

1. To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
2. To assist in pupil supervision and the management of pupil behaviour.
3. To undertake classroom administrative tasks including the maintenance of records.
4. To provide ideas, resources and learning strategies for lessons
5. To liaise with parents, carers and outside agencies, where appropriate.
6. To undertake arrangements for out of school learning activities, for example, pupil work experience.
7. Undertake marking of pupils work and recording of achievement.
8. Administer tests and assist in the invigilation of exams.
9. Assist in the supervision of children on trips/visits.

#### Support for the Academy:

1. To assist in providing a purposeful, orderly and supportive environment for learning.
2. To support the promotion of positive relationships with parents, carers and outside agencies.
3. To work within Academy policies and procedures.
4. To attend staff training/meetings as appropriate.
5. To take care for their own and other people's health and safety.
6. To liaise with the Academy's appropriate person with regard to the ordering supplies and equipment
7. Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.

8. To be aware of the confidential nature of issues related to home/pupil/teacher/Academy work.
9. Assist in the supervision, training and development of other members of staff.
10. To undertake cover supervision for whole classes.
11. To support the Academy's Christian Ethos.
12. To support the wider values and vision of the Trust.

**Support for the Curriculum:**

1. To be familiar with the content of the Academy curriculum.
2. To assist in the delivery of appropriate programmes of work.
3. To support the use of ICT in learning activities

**Equal opportunities**

Cidari Multi Academ Trust is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

Cidari Multi Academy Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

<b>Qualifications</b> NVQ level 3 or above qualification (or equivalent) - Minimum of GCSE level ‘C’ or equivalent qualification in English/Literacy and Mathematics/Numeracy	E E	
<b>Experience</b> Experience of working with children Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour Experience of supporting children with special educational needs	E E  D E  E	All criteria to be identified by application form in the first instance and then interview and reference
<b>Knowledge/skills/abilities</b> Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Knowledge of Early Years Foundation Stage Knowledge of strategies, for example numeracy and literacy Ability to make effective use of ICT Ability to assess children’s development Ability to plan and deliver work programmes Flexible attitude to work Ability to accurately record and report in writing Ability to recognise what needs recording for specific purposes An up to date knowledge of the SEND assessment process	E E E E E E E D E E E E E E E E E E E E	All criteria to be identified by application form in the first instance and then interview and reference
<b>Other</b> Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people	E E	All criteria to be identified by application form in the first instance and then interview and reference
<b>Special Requirements</b> To have demonstrated: A high degree of flexibility and personal resilience to enable sudden and unexpected changes from planned timetable - for example to provide general class support when additional support is required for any reason such as staff absence or trips or to provide targeted support because of increased pupil need. A high degree of flexibility and personal resilience to enable successful working across the whole Academy (e.g. working with YR and with Y6 on the same day) A high degree of personal resilience to enable successful and consistent support for children who exhibit challenging behaviour Excellent task prioritisation and time management skills. The ability to work on own initiative and problem solve A high level of commitment to meeting the differing needs of vulnerable children, including those exhibiting challenging behaviour.	E    E  E E E E	All criteria to be identified by application form in the first instance and then interview and reference
<b>Specific Tasks</b> Working closely with the SENDCo, and learning mentors, to support teachers to manage and implement behaviour improvement interventions across school. To play a significant role in supporting any children who are withdrawn from class. To be responsible for organising the additional support required for some children at playtimes and lunchtimes through liaison with the SENDCo, senior mid-day welfare assistant and class teachers		