

Job Description and Person Specification

Job title

Teaching Assistant (TA) Level 3

School

Salary grade

Grade D

Work location

Reports to

Supervises

n/a

JOB PURPOSE

To work under the guidance of the teacher, and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom, including in specialist areas.

To assist the teacher in the planning cycle and the management/preparation of resources.

To provide specialist support to particular groups/individuals

This job falls within the definition of regulated activity – post holders will be required to have an Enhanced DBS check and Barred List check.

STRUCTURE CHART

An up-to-date organisation chart, showing reporting lines.

MAIN DUTIES AND RESPONSIBILITIES

Pupil support

- Use specialist curricular or learning skills/training/experience to support pupils
- Assist with the development and implementation of individual education/behaviour plans and personal care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs, treating them consistently, with respect and consideration
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Support pupils consistently whilst responding to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance

MAIN DUTIES AND RESPONSIBILITIES

- Provide feedback to pupils in relation to progress and achievement
- Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher/teaching assistant team
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds

Teacher support

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide regular and detailed feedback to the teacher on pupil achievement, progress, problems and other matters, ensuring the availability of evidence
- Be responsible for updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy
- Encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers, as agreed, and participate in feedback sessions as directed
- Administer routine tests and invigilate exams/tests
- Provide general clerical/administrative support – e.g. administer coursework, produce worksheets etc.

Curriculum support

- Implement agreed learning activities and programmes, adjusting according to pupil responses/needs
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support pupils in using ICT in learning activities, and develop pupils' competence and independence in its use
- Help pupils access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the school

- Promote the welfare of children and support the school in safeguarding children through child protection policies and procedures, reporting all concerns to an appropriate person
- Be aware of and comply with policies and procedures relating to security, confidentiality, and data protection
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall work, ethos and aims of the school

MAIN DUTIES AND RESPONSIBILITIES

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning and development activities
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide guidance and supervision and assist in the training and development of staff, as required
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others
- Promote equality as an integral part of the role, treating everyone with fairness and dignity

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the teacher or headteacher.

SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.

PERSON SPECIFICATION		Essential/ Desirable
Qualifications		
GCSE grade C level or equivalent in Maths and English		Essential
Holds a relevant NVQ at level 3, or level 2 with significant relevant experience		Essential
Training in relevant learning strategies and/or in particular curriculum or learning area or special needs (as appropriate)		Essential
First Aider qualification		Desirable
Experience		
Minimum of two years experience in a school based or relevant childcare setting		Essential
Experience of working with children with special needs		Desirable
Knowledge and understanding		
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities		Essential
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation		Essential
Working knowledge of national/foundation stage curriculum and other basic learning programmes and strategies		Essential
Understanding of principles of child development and learning processes		Essential
Skills and abilities		
Very good literacy and numeracy skills		Essential
Ability to use ICT effectively to support learning		Essential
Ability to use Outlook, and a web browser to access information		Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)		Essential
Ability to use basic office equipment including photocopier, computer, video and digital camera		Essential
Ability to self-evaluate learning needs and actively seek learning opportunities		Essential
Ability to communicate effectively with children, parents and other staff		Essential
Ability to motivate and encourage pupils		Essential
Work-related personal qualities		
Actively enjoys working with children and is sympathetic to their needs		Essential
Professionally discreet and able to respect confidentiality		Essential
Flexible approach to tasks		Essential
Ability to work constructively as part of a team, understanding classroom roles and responsibilities		Essential
Other work-related requirements		
Willingness to participate in a general TA induction programme and other training		Essential
Patient and resilient		Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils),		Essential

providing advice and using any specialist terminology appropriate to the role is essential for the post.	