**Barnoldswick Church of England Primary School**

Job Description and Employee Specification

**Teaching Assistant 3 / Higher Level Teaching Assistant**

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| Hours | 32.50 hours (including lunch duty)  19.50 hours as TA3 / 13 hours as HLTA |
| Grade | Grade 6 TA3 / Grade 7 HLTA |

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| **Scope of role:**  As a Level 3 Teaching Assistant in Year One, you will:   * be expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs. * assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst pupils. * be expected to plan and implement teaching and learning activities to individuals and groups. * establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community.   As a Higher Level Teaching Assistant, you will:   * under an agreed system of supervision and support from a qualified teacher, plan, prepare, deliver, assess and mark learning activities for whole classes across all year groups. |
| **Accountabilities/Responsibilities:**  **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**    **Support for Pupils:**   * 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). * To plan and implement specific programmes/educational plans with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. * 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). * To assist in the devising of pupil's individual targets and their monitoring and review. * To support pupils as part of a planned inclusion programme. * To develop positive relationships with pupils and staff to assist pupil progress and attainment. * To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement. * To assist in the specific medical/care needs of pupils when specific training has been undertaken. * Within an agreed system of supervision, to plan challenging teaching and learning objectives and undertake marking of pupils work and record achievement. * To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour. * To undertake classroom administrative tasks including producing lesson plans and worksheet plans.   **Support for the Teacher:**   * To monitor individual pupils' progress and to report on pupils needs, achievements and concerns. * To assist in pupil supervision and the management of pupil behaviour. * To provide ideas, resources and learning strategies for lessons * Undertake marking of pupils work and recording of achievement. * Administer tests and assist in the invigilation of exams**.** * Assist in the supervision of children on trips/visits.   **Support for the School**   * To assist in providing a purposeful, orderly and supportive environment for learning. * To support the promotion of positive relationships with parents, carers and outside agencies. * To work within school policies and procedures. * To attend staff training/meetings as appropriate. * To take care of their own and other people's health and safety. * To be aware of the confidential nature of issues related to home/pupil/teacher/school work.   **Support for the Curriculum**   * To deliver learning activities including appropriate programmes of work, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs. * To select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds. * To support the use of ICT in learning activities. |

# Equal opportunities

We are 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

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Attendance

# Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

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| **Requirements** | **Essential (E) or**  **Desirable (D)** | **To be identified by:**  **Application form (A), interview (I), reference (R)** |
| **Qualifications**    NVQ level 4 or above qualification (or equivalent)  Level 2 or equivalent qualification in  English/Literacy and Mathematics/Numeracy  HLTA Status or QTS | E    E  E | A  A  A |
| **Experience**    Experience of working with children  Experience of working in a classroom environment  Experience of supporting pupils with challenging behaviour | E  E  D | A, I  A, I  A, I |
| **Knowledge/skills/abilities**    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  Knowledge of National Curriculum  Knowledge of numeracy and literacy strategies  Ability to make effective use of ICT  Ability to assess children’s development  Ability to plan and deliver work programmes  Flexible attitude to work | E  E  E  E  E  D  E  E  E  E  E  E  E  E  E | A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A  A, I  A, I  A, I  A, I  A, I |
| **Other**  Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people  Satisfactory attendance record/commitment to regular attendance at work | E  E  E | A  A, I    R |
| **Note: We will always consider your references before confirming a job offer in writing** | | |