

# Job Description & Person Specification

## JOB DESCRIPTION

<b>JOB TITLE</b>	Teaching Assistant 3
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	Robsack Wood Primary Academy
<b>RESPONSIBLE TO</b>	Executive Principal
<b>MAIN PURPOSE OF THE JOB</b>	<p>To lead and co-ordinate the work of the Teaching Assistants within the academy.</p> <p>Working under guidance: implementing programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in the whole planning cycle and the management/preparation of resources. To provide cover for whole classes for up to 30% of employed time throughout the academy year.</p>
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	To lead the team of Teaching Assistants within the academy, co-ordinating their work and provide consistent and effective support in line with the requirements and responsibilities of your role;
<b>2</b>	To assist in the induction of new members of staff, developing and delivering training and on-going support for the team;
<b>3</b>	To promote the inclusion and acceptance of all pupils within the classroom whilst promoting independence and employing strategies to recognise and reward achievement and self-reliance;
<b>4</b>	To promote positive values, attitudes and good pupil behaviour, acting as a good role model. To deal promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. To encourage pupils to interact and work cooperatively with others and engage all pupils in activities;
<b>5</b>	To work as a Teaching Assistant supporting pupils in a classroom environment including those with special educational needs, differentiating resources as required. To implement and monitor agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs;
<b>6</b>	To work with the teacher to establish an appropriate learning environment including being responsible for displays, planning, evaluating and adjusting learning as appropriate;
<b>7</b>	To implement English and Maths programmes and make effective use of opportunities provided by other learning activities to support the development of English and Maths skills particularly for vulnerable groups of pupils;
<b>8</b>	To support the use of ICT in learning activities and develop pupils' competence independence in its use;

9	To provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested;
10	To undertake marking of pupils' work and accurately record achievement/progress following the academies policy and feed back to pupils;
11	To undertake focused support and intervention to key year groups and to administer and assess routine test and invigilate exams/tests. To provide SATs support in Year 2 and Year 6;
12	To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance;
13	To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed, to attend Parents' Evenings as required, to contribute to the discussions about individual pupil's progress in Termly Pupil Progress Meetings;
14	To undertake planned supervision of pupils out of school hours and to supervise pupils on visits, trips and out of academy activities as required;
15	To attend meetings to contribute to the discussions about individual pupils;
16	To participate in training and other learning activities offered to further knowledge (within employed hours);
17	To abide by and work towards all the policies within the school e.g. behaviour management, Health and Safety and to carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
<b>Date: 17<sup>th</sup> April 2018</b>	
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Criminal Record Check</li> <li>• This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.</li> </ul>	
<p><b>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</b></p>	

## PERSON SPECIFICATION

### Knowledge

- 1.1 A good standard of education particularly in English and Mathematics, GCSE C and above or equivalent
- 1.2 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- 1.3 Knowledge of SEN Code of Practice
- 1.4 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils

### Experience

- 2.1 Experience of supporting children in a classroom environment, including those with special educational needs
- 2.2 Experience of using Information Technology to support pupils in the classroom

### **Skills & Abilities**

- 3.1 Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher
- 3.2 Ability to consistently and effectively implement agreed behaviour management strategies
- 3.3 Ability to use language and other communication skills that pupils can understand and relate to
- 3.4 Ability to establish positive relationships with pupils and empathise with their needs
- 3.5 Ability to demonstrate active listening skills
- 3.6 Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task
- 3.7 Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- 3.8 Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills
- 3.9 Ability to assist in the recording of lessons and assessment as required by the teacher
- 3.10 Ability to offer constructive feedback to pupils to reinforce self-esteem
- 3.11 Ability to work effectively and supportively as a member of the school team
- 3.12 Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc

### **Personal Qualities**

- 4.1 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- 4.2 Willingness to maintain confidentiality on all school matters

### **Desirable Criteria**

- 5.1 NVQ Level 3 for Teaching Assistants or equivalent