

JOB DESCRIPTION

JOB TITLE: Teaching Assistant with Literacy focus – Level 3

JOB HOLDER:

LOCATION: PAULET HIGH SCHOOL & 6TH FORM COLLEGE

BURTON UPON TRENT DE15 9RT

LINE MANAGER: Assistant SENDCO

JOB GRADE: GRADE 5, SCP 6-9

HOURS OF WORK: 27.5 HOURS PER WEEK – Term time only (includes INSET days)

STATEMENT OF PURPOSE

To work under the direction and instruction of senior staff to support the school's students to access the curriculum and achieve progress with a specific focus on literacy support for students with additional needs or language barriers.

Support to Students and Staff

- Provide structured support, including tutorial support, in accordance with specific work programs designed and supervised by individual teachers.
- Use specialist knowledge/experience to provide appropriate support to students in relation to their individual needs, e.g. behaviour management strategies.
- To contribute to raising standards by ensuring high expectations are set for students.
- Involvement in the development and implementation of Individual education/behaviour/support/mentoring plans.
- To provide pastoral support to students within the school environment.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- Be aware of and comply with all policies and procedures and the staff code of conduct.
- Appreciate and support the role of other professionals.
- To act as Cover Supervisor during teacher absence under the direction of a teacher/designated member of staff. Cover will be in accordance with the nationally agreed protocols and as provided for in the Education Act 2002. (The role of Cover Supervisor will be to supervise and take sole responsibility, for short term cover only, for a class/group who are undertaking pre-planned work or where students are able to undertake effective, self-directed learning¹.)
- Undertake marking of planned work.
- In conjunction with teacher, record students' progress, provide feedback to appropriate educational professionals.
- To support with and develop appropriate learning plans to raise achievement.
- Co-ordinate and organise students attending extra-curricular activities, work experience or other out of school activities under guidance of teachers or other senior staff or professionals.

¹ Please see WAMG guidance notes on cover supervision. A cover supervisor will contribute to the delivery of learning but will not be expected to deliver lessons unless guidance and supervision is available from a suitably qualified member of staff. The Headteacher must be satisfied that the postholder has the skills, expertise and experience to undertake the cover role.

- Provide general administrative support for curriculum activities, e.g. producing worksheets for agreed activities.
- Contribute to curriculum planning, evaluation and implementation.
- Development, preparation and dissemination of appropriate materials.
- Attend and participate in relevant meetings as required.
- Assist with student needs as appropriate during the working hours.
- To assist and support school events such as parent evenings, open evenings, etc.
- To be aware of, support and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings as required.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise, using these to advise and support others.

Whilst every effort has been made to explain the responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

- This job description may be amended at any time in consultation with the postholder

This school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the school's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date
(Job Holder)

Person Specification

Teaching Assistant

Level 3

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> Experience of working to support children's learning gained in a relevant environment. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> Very good literacy and numeracy skills to at least GCSE grade 4 equivalent standard. NVQ level 3 for teaching assistant (or equivalent qualification or experience in a relevant discipline). Teaching English as a Foreign language (Desirable but not essential) 	AF
Knowledge/Skills <ul style="list-style-type: none"> Full working knowledge of relevant policies/codes of practice An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation. In depth understanding of areas of learning, specifically literacy and English, but also numeracy, science and SEN in general. Understanding of principles of child development and learning processes. Ability to plan effective actions for students at risk of underachieving. Effective use of ICT to support learning. Use of other equipment, technology, including video, photocopier, etc. Well-developed interpersonal skills to be able to relate well to a wide range of people. Work constructively as part of a team whilst being able to demonstrate initiative. Good communication skills. 	AF/I
Behavioral Attributes <ul style="list-style-type: none"> Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and active listener. Takes responsibility and accountability. Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

AF = Application Form, I = Interview

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*