



Teaching Assistant - Level 3 Job Description & Person Specification

Salary / grade range	Grade 4 SCP 7 to 11
Location	Co-op Academy Medlock
Hours of Work	35 per week Term Time Only
Reports to	Teachers and Senior Leadership Team
Responsible for	N/A

Purpose of role:

Under the guidance of a teacher, manage specialist support in a specific area of the curriculum and take a lead role in addressing the needs of pupils who require help to overcome barriers to learning. Deliver learning programmes and support individual pupils, small groups and whole classes during the short term absence of teachers.

Key accountabilities (and specific duties / responsibilities):

- To work with groups of children under the supervision of the teacher including the implementation and delivery of programmes of work and individual learning plans (ILP)
- Use specialist (curricular learning) skills / training / experience to support pupils
- Establish good relationships with pupils, being a role model by presenting a positive personal image and responding appropriately to individual needs
- Promote the inclusion and acceptance of pupils
- 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 and self reliance
- Give regular feedback on children's progress to the class teacher and file records
- Provide feedback to pupils in relation to progress and achievement
- Attend to childrens personal needs, including minor first aid and provide advice on pastoral, social health, personal hygiene and welfare matters
- Under the direction of the teacher prepare the classroom for lessons, including display work and clear afterwards as appropriate



- Give regular feedback on children's progress to the class teacher and file records
- Contribute to the planning cycle, managing and preparing resources, evaluating and adjusting lessons / work plans as directed by the teacher
- Be responsible for keeping and updating records, information and data, producing analysis and reports as required
- 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
- Undertaking marking of pupil's work and accurately record achievement / progress
- Administer and assess routine tests and invigilate exams
- Monitor and manage stock within agreed budget, cataloguing resources and undertaking audits as required
- Provide specialist advice and guidance e.g. Art / Music as required
- Liaise with parents / carers and establish constructive relationships and communicate with other relevant bodies to support achievement and progress of pupils. This includes attendance at parents meetings
- Contribute to the development and implementation of appropriate behaviour management strategies
- Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs including assessment
- Contribute to the development of lesson / work plans
- Provide curriculum / resource support and undertake programmes including those linked to local and national learning strategies
- Support the use of ICT in learning activities and develop pupils competence and independence in its use
- Assist pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Ensure strategic processes are complied with in order to overcome barriers to learning, including behaviour management strategies
- Be aware of and comply with child protection procedures, health & safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff
- Accompany teachers and pupils on educational visits
- Assist in maintaining high standards of health & safety at all times
- Maintain good relationships with colleagues and work together as a team
- Assist in the supervision of classroom and outdoor activities
- Be aware of and support difference and ensure all pupils have equal access opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Provide appropriate guidance and supervision and assist in the training and development of staff and volunteers as appropriate
- To converse at ease and provide advice in accurate spoken English



- All elements of specified teaching work undertaken by the postholder will be within the framework of the school's Scheme of Supervision in line with the 2003 Regulations and (amended Regulations 2007). In addition to HLTAs, the Regulations cover other groups of support staff who undertake 'specified work' at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out 'specified work'. Where more demanding aspects of 'specified work' are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the headteacher should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.
- A Teaching Assistant Level 3 may be called upon to provide cover for whole classes e.g. to cover short term teacher absence. During the cover periods, there will be a requirement for the teaching assistant to carry out specified work such as planning, preparation, assessment and reporting.

General

- Must be eligible to work in the UK and willing to undertake an Enhanced DBS check
- Be aware of, understand and comply with policies and procedures relating to Health & Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person
- Must be committed to Child Protection by being aware of and understanding child protection processes and how to report safeguarding concerns in respect of children or vulnerable adults
- Support the overall ethos and aims of the school
- Have a professional manner that sets a good example to students and other staff
- Access and participate in all training and development opportunities as required
- Carry out duties with full regard to Co-operative Academies and Co-op Academy Medlock's policies and procedures and the 'Our Ways of Being'
- Be aware of, and support, differences and ensure equal opportunities for all.

Person Specification

Personal attributes required (based on job description):

Attributes	E = Essential D = Desirable	How measured - Application form (A), interview (I) test (T)



Qualifications • GCSE (or equivalent) minimum grade 4 or C in Maths and English. • NVQ Level 3 for Teaching Assistants or equivalent qualification or experience	E E	
Experience • Experience of working with or caring for children of nursery or primary school age • Experience of the use of IT effectively to support learning • Experience of using other IT equipment i.e. photocopiers • Experience of working with children with SEND	E E E D	
Skills, Abilities, Knowledge • Command of spoken English that is sufficient to enable the effective performance of the role. This includes the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependant on the audience • Knowledge and understanding of national / foundation stage curriculum and other learning programmes / processes and barriers to learning • Numeracy and literacy skills with a good level of knowledge and understanding • Knowledge of strategic processes and barriers to learning • Ability to relate well to children and adults • Ability to work as part of a team • An understanding of the role of the Teaching Assistant and other professionals working in the classroom • Ability to organise, motivate and lead a team	E E E E E E E D	
Personal Qualities • Willingness and ability to undertake HLTA level responsibilities • Willingness to participate in training, performance management and self evaluate	E E	



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learning needs and actively seek learning opportunities		
• To use tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues	E	
• The flexibility to adapt to changing workload demands and new school challenges	E	
• Self motivation and personal drive to complete tasks to the required timescales and quality standards	E	
• Commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users	E	
• Commitment to Safeguarding and ensuring the well-being of children at all times	E	
• Demonstration of and commitment to Co-op Ways of Being	E	

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.