



Herringthorpe Junior School

part of

The Willow Tree Academy

JOB DESCRIPTION for:

Post Title: Level 3 Teaching Assistant (Support and Learning Delivery)
Hours: 30 hrs
Grade:

Responsible to: Working under the guidance of Teaching staff and/or Higher Level Teaching Assistant staff.

Responsible for: Support and guidance for Level 1 and Level 2 Teaching Assistants (and the supervision of these staff where appropriate).

Main Purpose

To work under the guidance of Teaching staff or Higher Level Teaching Assistants to implement agreed work programmes with individuals / groups both within and out of the classroom. This may include the use of detailed and specialist knowledge in particular areas and will involve assisting the Teacher in the whole planning cycle and with the management / preparation of resources.

The postholder may also supervise whole classes occasionally during the short-term absence of Teachers, when the primary focus will be to maintain good order and to keep pupils on task.

Duties and Responsibilities

1. Support for pupils

- (i) Use specialist (Curricular / Learning) skills / training / experience to support pupils.
- (ii) Assist with the development and implementation of individual Education Plans.
- (iii) Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- (iv) Promote the inclusion and acceptance of all pupils within the classroom.
- (v) Support pupils consistently whilst recognising and responding to their individual needs.
- (vi) Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- (vii) Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- (viii) Provide feedback to pupils in relation to progress and achievement.

2. Support for the Teacher

- (i) Work with the Teacher to establish an appropriate learning environment.
- (ii) Within an agreed system of supervision, deliver Teaching and Learning activities as planned and directed by the class teacher.
- (iii) Work with the Teacher in lesson planning, evaluating and adjusting lesson / work plans as appropriate.
- (iv) Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievements against pre-determined learning activities.
- (v) 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.

- (vi) Be responsible for keeping and updating records, as agreed with the Teacher, contributing to reviews of systems / records as requested.
- (vii) Undertake marking of pupils' work and accurately record achievement / progress.
- (viii) Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.
- (ix) Liaise sensitively and effectively with Parents / Carers as agreed with the Teacher within your role / responsibility and participate in feedback sessions / meetings with Parents / Carers.
- (x) Administer and assess routine tests and invigilate exams / tests.
- (xi) Provide general clerical / administrative support, e.g. administer coursework, produce worksheets for agreed activities etc.

3. Support for the Curriculum

- (i) Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
- (ii) Implement local and national learning strategies, e.g. Literacy, Numeracy, KS3, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- (iii) Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- (iv) Help pupils to access learning activities through specialist support.
- (v) Determine the need for, prepare and maintain general and specialist equipment and resources.

4. Support for the School

- (i) Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- (ii) Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- (iii) Contribute to the overall ethos / aims of the school.
- (iv) Establish constructive relationships and communicate with other agencies / professionals, in liaison with the Teacher, to support achievement and progress of pupils.
- (v) Attend and participate in relevant meetings as required.
- (vi) Participate in training and other learning activities as required.
- (vii) Recognise own strengths and areas of expertise and use these to achieve and support others.
- (viii) Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- (ix) Undertake planned supervision of pupils' out of school hours learning activities.
- (x) Supervise pupils on visits, trips and out of school activities as required.

5. Lunchtime supervisor

- (i) Ensuring adequate supervision of pupils at all times during lunchtime period
- (ii) Actively promote the schools Healthy Lunch box policy
- (ii) Promote Healthy Lifestyles with all pupils
- (iii) Be proactive in engaging pupils in positive play every break time.

General

Postholders will be required to possess the NVQ 3 for Teaching Assistants or an equivalent qualification or experience, together with training in the relevant strategies (e.g., Literacy and / or particular curriculum or learning area such as bilingual, sign language, dyslexia,

ICT, Maths, English, CACHE etc.)

Appropriate First Aid training will be required.

The following knowledge/skills will be required:

- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.
- Understanding of principles of child development and learning processes.
- Ability to relate well to children and adults.

Personal and Professional targets after discussion with Head of School:

Job description agreed:

_____ (Teacher) _____ (Date)

_____ (Head of School) _____(Date)