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## Job description

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### Teaching Assistant Level 3

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Responsible to: SENCO

#### Summary of Role

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

To fulfil the role of lead teaching assistant in an agreed area of responsibility.

To play a full part in the life of the school community, to support its distinctive aims and Christian ethos and to encourage staff and students to follow this example.

#### Detailed Responsibilities

##### Support for Pupils

- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their access to learning resources.
- Ensure pupils' safety, welfare and personal hygiene. (Basic First aid to be included where appropriate).
- Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Support the implementation of IEPs, Behaviour Plans, Personal Care Programmes, Curriculum Planning and Assessment.
- Promote self-esteem and independence amongst pupils.
- Provide feedback to pupils on their progress and achievement under the guidance of a teacher, in line with school policy. Evaluate learning and provide feedback to the teacher / parent / agency as needed.
- Be able and willing to undertake cover supervision for the teacher occasionally.

##### Support for Teachers

- Promote good pupil behaviour, dealing promptly with conflicts in line with school behaviour policies.
- Establish constructive relationships with parents and carers.

- Assist the teacher with the preparation of teaching and learning materials and resources. Undertake structured and agreed learning activities / programmes, being aware of pupil learning styles. Adjust activities according to pupil responses / needs.
- Work with pupils on programmes linked to local and national curriculum and learning strategies e.g. literacy, numeracy, early years, recording achievement, progress and feeding back to the teacher.
- Monitor pupils' responses to learning activities and achievement as directed.
- Provide detailed feedback to teachers on pupils' achievement, progress, problems etc. as requested.
- Undertake pupil record keeping as requested.
- Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use.
- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Assist with the display of pupils' work in the classroom and around school.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
- Administer and mark routine tests e.g. spelling, mental arithmetic and invigilate tests as required.

### **Support for the School**

- Be aware of and comply with policies relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
- Contribute to the overall work, smooth running and ethos of the school.
- Appreciate and support the role of other people in the team.
- Attend and participate in meetings as required.
- Improve one's own practice through training, self-evaluation and performance management.
- Assist with the supervision of pupils out of directed lesson time, including before and after school and at lunchtime, within working hours.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.

### **Special Conditions**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, all staff are expected to uphold the school's Christian ethos at all times.

### **Safeguarding Children**

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name: .....

Signed: .....

Date: .....

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATION</b>	At least NVQ level 3 and GCSE/ O-level grade C English and Maths	Other relevant qualifications at Level 3 or above.
<b>KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES</b>	<p>Some experience of working effectively in a learning / child care setting Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and parents/ carers from a variety of ages, abilities and backgrounds.</p> <p>Aptitude to develop knowledge of the role within an education environment. Flexible, adaptable and positive attitude to working in a structured environment</p> <p>Communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response</p>	<p>Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment.</p> <p>Current first aid certificate.</p> <p>The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team.</p> <p>Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution.</p> <p>Proven communication and interpersonal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues.</p>
<b>WORK-RELATED PERSONAL REQUIREMENTS</b>	<p>Commitment to safeguarding and promoting the welfare of children and young people. Willingness to undergo appropriate checks, including enhanced DBS checks.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</p> <p>Have a willingness to demonstrate commitment to the values and behaviours which flow from the academy's Christian ethos.</p> <p>Ability to maintain confidentiality.</p> <p>Ability to reflect.</p> <p>Ability to demonstrate patience with firmness.</p>	