



## Job Description

KEY INFORMATION	
Post title:	Teaching Assistant Level 3
Grade:	6
Responsible to:	
Responsible for:	

OVERALL PURPOSE OF JOB
To complement the centre's delivery of the national curriculum by implementing and delivering a range of programmes and interventions for pupils, working with classes, small groups and on a one to one basis with pupils who have SEMH.

MAIN DUTIES AND RESPONSIBILITIES	
1	With guidance from relevant colleagues and within an agreed system of supervision, plan, deliver and evaluate programmes of work and interventions for classes, small groups and individual pupils
2	Adapt lessons, work and activities as directed by the teacher
3	Develop and prepare resources for learning activities in accordance with planning and in response to pupil need
4	Contribute to the assessment and monitoring of pupil progress, and with teachers, evaluate pupils' progress through a range of assessment activities
5	Provide regular verbal and written constructive feedback to pupils to promote reflection and improvement
6	Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific pupils
7	Motivate pupils and support their progress and learning by using clearly structured, interesting teaching and learning activities
8	Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom
9	Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others
10	Promote and reinforce pupil's self-esteem and independence and employ strategies



	to recognise and reward achievement of self-reliance
11	Attends and contributes to meetings with other staff, external professionals and parents regarding pupils under the guidance of relevant colleagues, including parents' evenings
12	Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links
13	Contribute towards Annual Reviews for children with EHC Plans
14	Supervise pupils in and out of school, including outdoor education and on school visits/trips

#### **GENERAL RESPONSIBILITIES**

1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

<b>Qualifications</b>	
1	5 GCSEs at grades A-C, or equivalent qualifications, including English and maths
2	Teaching Assistant qualification at Level 3 or above, or equivalent, or the willingness to obtain this qualification
3	A further relevant qualification: e.g. Foundation Degree in Education (desirable)
4	Trauma informed school approach qualification and/or experience (desirable)
<b>Experience</b>	
1	Extensive experience of working in a school or working with vulnerable young people who have SEMH needs
2	Experience of working in multi-disciplinary teams in order to support pupils or vulnerable young people
3	Experience of participating in planned intervention programmes for pupils or young people with SEMH needs
<b>Skills/Knowledge/Abilities</b>	
1	Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy)
2	Ability to plan effective activities for pupils at risk of underachieving
3	Ability to use coaching and mentoring skills to motivate and engage pupils
4	Excellent interpersonal skills with the ability to communicate effectively to a range of stakeholders, both verbally and in writing
5	Ability to use initiative and to plan and monitor own workload
6	Excellent team working skills
<b>Personal Attributes</b>	
1	Resilient, with a flexible outlook and the ability to adapt to changing priorities and to work at pace
2	Excellent attention to detail and accuracy
3	Awareness and commitment to equality and diversity
<b>Safeguarding</b>	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children



2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check