

Chapelfield Primary School

**JOB DESCRIPTION**

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| **Post Title:** Teaching Assistant Level 3 | |
| **Post Hours:** Full Time | **Salary Grade:** |
| **Liaising with:** Headteacher, Senior Leadership Team, Teaching staff, Teaching Assistants, Parents, External Agencies. The post holder will report to the class teacher. | |
| **Purpose and Objectives of Post:**  To provide effective support for teaching and learning. To contribute to the development of a nurturing and purposeful environment for all pupils enabling all children to achieve strong educational outcomes. To demonstrate the school’s core values of respect, honesty, caring for others and commitment.  1. To work with teachers, supporting teaching and learning by providing specialist support to individual pupils, small groups and/or leading learning activities within an area of specialism.  2. To deliver whole class teaching cover, for example during teacher’s PPA time.  3. To be committed to safeguarding and promoting the welfare of children and young people.  This post will initially be based in Key Stage 2, the post is not specific to any Key Stage and staff will be deployed to best meet the needs of the school. | |
| **Accountable to:** Head Teacher | |

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| **Duties/Responsibilities:**  **SUPPORT FOR PUPILS**   * Work with groups of children under the supervision of the teacher including the implementation the delivery of programmes of work and implementation of specialist programmes such as IEPs * Use specialist skills, training and experience to support pupils * Establish good relationships with pupils, and be an effective role model by presenting a positive personal image and responding appropriately to individual needs * Promote the inclusion and acceptance of all pupils * Encourage pupils to interact and work co-operatively with others and engage all pupils in activities * Promote independence and employ strategies to recognise and reward achievement of self-reliance. * Give regular feedback on children’s progress to the class teacher. * Provide feedback to pupils in relation to progress and achievement * Attend to children’s personal needs, including paediatric first aid and provide advice on pastoral, social health, physical hygiene and welfare matters.   **SUPPORT FOR TEACHERS**   * Under the teacher's direction, prepare the classroom and outdoors for learning, including display work, and clear afterwards as appropriate. * Give regular feedback on children’s progress to the class teacher and parents/carers. * 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 pupils’ work and accurately record achievement/progress * Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required * Provide specialist advice and guidance (e.g. phonics) as required * Liaise with parents/carers, schools and establish constructive relationships and communicate with other relevant bodies to support achievement and progress of pupils * 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.   **SUPPORT FOR THE CURRICULUM**   * 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 IT 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.   **SUPPORT IN INTERVENTION**   * Deliver learning programmes and support individual pupils, small groups of children who are under-performing, and whole classes for PPA and during the short-term absence of teachers. * Help to develop individual and group learning programmes to respond to current and future needs. * Work independently to deliver, monitor and evaluate the success of interventions * Provide specific reading and writing support to raise the attainment of under-performing children and groups. * Complete in-class observations and assessments. * Develop purposeful home learning activities as part of the overall package of support.   **SUPPORT FOR THE SCHOOL**   * Ensure strategic processes are complied with in order to overcome barriers to learning, including e.g. behaviour management strategies * Be aware of and comply with child protection procedures, health and 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 and 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 to opportunities to learn and develop. * Contribute to the overall ethos/work/aims of the school. * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * Carry out any such duties as may be reasonably requested by the Headteacher.   *The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*  **HEALTH AND SAFETY**  All members of staff have a **duty** under the Health & Safety at Work Act 1974 to:  Take reasonable care for the Health and Safety at Work of himself/herself and of others who may be affected by his or her acts or omissions.  Employees are also required under the Act to:  Co-operate with his/her employer with regard to any requirements imposed on the employer by statutory provisions.  Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See Paragraph 203 of Supplemental Conditions of Service). | | |
| **Job Description prepared by:** | **Sign:** | **Date:** |
| **Agreed by Postholder:** | **Sign:** | **Date:** |
| **Agreed correct by Headteacher:** | **Sign:** |  |

Chapelfield Primary School is committed to the safeguarding and wellbeing of all of its pupils and staff. As such, all references will be sought, and all appropriate safeguarding checks will be completed.