

JOB DESCRIPTION Teaching Assistant - Level 3

SALARY SCALE: FET Grade E + SEN Allowance

1.0) JOB PURPOSE:

- This level is applicable to experienced Teaching Assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

2.0 DUTIES AND RESPONSIBILITIES:

2.1 SUPPORT FOR PUPILS:

- Support the activities of individuals or groups (including activities that are school/class based, external to school (visits) and swimming pool related)
- Participate in the education of children, including to their health and wellbeing.
- Support children with special needs (if appropriate to the focus of the role)
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
 - Dealing with the personal care needs of children where appropriate in line with the guidance of the Trust
 - Support for Gifted and Talented pupils

2.2 SUPPORT FOR THE TEACHER(S)

- Provide support for learning activities by Supporting the teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities
- Support in organising effective learning environments and maintaining appropriate records
- Support literacy and numeracy activities in the classroom
- Support the maintenance of pupil safety and security
- Contribute to Education Health and Care Plans as appropriate
- Contribute to the management of pupil behaviour by
 - Promoting school policies with regard to pupil behaviour
 - Supporting the implementation of strategies to manage pupil behaviour
- Promote pupils' social and emotional development.
- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities
- Undertake routine marking in line with school policy
- Provide clerical/admin. support, e.g., photocopying, collecting money, administer coursework

2.3 SUPPORT FOR THE SCHOOL

- Supervise the whole class for first day cover for up to 2 sessions a week. Also to cover short periods of time managing the class in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
- Undertake joint home visits as appropriate and in line with Education Impact Academy Trust policy.
- Provide support to colleagues

- Develop own effectiveness in a support role
- Support the development and effectiveness of teamwork within the school environment.
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate.
- Review and develop own professional practice

2.4 SUPPORT FOR THE CURRICULUM

- Support pupils to access the curriculum as appropriate to their learning style and needs.
- Support the use of information and communication technology in the classroom

2.5 WORK AS REQUIRED ACROSS THE CURRICULUM AND IN ALL KEY STAGES WITHIN THE SCHOOL AS APPROPRIATE TO THEIR TRAINING AND EXPERIENCE.

2.6 INDIVIDUALS HAVE A RESPONSIBILITY FOR PROMOTING AND SAFEGUARDING THE WELFARE OF CHILDREN AND YOUNG PEOPLE HE/SHE IS RESPONSIBLE FOR OR COMES INTO CONTACT WITH. ANY AREAS OF CONCERN MUST BE FLAGGED UP TO THE LINE MANAGER AND/OR THE DESIGNATED SAFEGUARDING LEAD IN A TIMELY MANNER

2.7 TO ENSURE THEIR TASKS ARE CARRIED OUT WITH DUE REGARD TO HEALTH AND SAFETY PROCEDURES. ANY AREAS OF CONCERN MUST BE FLAGGED UP TO THE LINE MANAGER AND/OR THE DESIGNATED SAFEGUARDING LEAD IN A TIMELY MANNER

2.8 ALL EMPLOYEES HAVE A DUTY TO REMOVE IMMEDIATE HAZARDS AND TO HIGHLIGHT ANY AREAS OF CONCERN AS SOON AS POSSIBLE

2.9 TO PARTICIPATE IN APPROPRIATE PROFESSIONAL DEVELOPMENT INCLUDING ADHERING TO THE PRINCIPLE OF PERFORMANCE MANAGEMENT.

2.10 TO ADHERE TO THE ETHOS OF THE SCHOOL

- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings

2.11 ANY OTHER DUTIES AS COMMENSURATE WITHIN THE GRADE AND NATURE OF THE POST IN ORDER TO ENSURE THE SMOOTH RUNNING OF THE SCHOOL

3.0 LEVEL OF SUPERVISION:

- Left to work within established guidelines subject to scrutiny by designated supervisor/Teacher

4.0 SPECIAL CONDITIONS:

- Level 2 is the basic entry level for a Teaching Assistant. Those staff who are not already qualified to NVQ Level 2 are required to work towards it and a Training and Development plan linked to the requirements of the National Occupational Standards should be agreed
- Postholders may be expected to work across multiple sites

Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school and the development needs of the member of staff. Enhanced DBS clearance is required for this post.

JOB DESCRIPTION: Teaching Assistant Level 2

SALARY SCALE: Grade 2 + SEN Allowance

Method of Assessment (M.O.A.): AF = Application Form; I = Interview; T = Test or Exercise; P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EDUCATION/ QUALIFICATIONS	NVQ Level 3 for Teaching Assistants or equivalent	AF/I
	GCSE grade A-C or equivalent in Maths and English	AF/I
	Good ICT skills	AF/I
EXPERIENCE (Relevant work and other experience)	Experience of supporting children in a classroom environment, including those with special educational needs	AF/I
	Experience of using ICT effectively to support pupils in the classroom	AF/I
	Knowledge of policies and codes of practice/legislation around SEND, Safeguarding and working in a school environment	AF/I
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	A good understanding of child development and learning processes	AF/I
	Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	AF/I
	Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils	AF/I
	Ability and willingness to provide short term classroom cover in the absence of the class teacher	AF/I
	The ability to follow instructions from the teacher and also show initiative and work independently	AF/I
	To make effective contributions to the team as appropriate	AF/I
	Ability to establish positive relationships with pupils and empathise with their needs	AF/I
	The experience of and the ability to deal positively with children and parents	AF/I
	Ability to demonstrate active listening skills	AF/I
	Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task	AF/I
	Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	AF/I
The ability to manage behaviour effectively	AF/I	
Ability to work effectively and supportively as a member of the school team	AF/I	

	<p>Ability to assist in the recording of lessons and assessment as required by the teacher</p> <p>Knowledge of SEN Code of Practice</p> <p>Ability to assist in the recording of lessons and assessment as required by the teacher</p> <p>Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills</p> <p>Ability to use language and other communication skills that pupils can understand and relate to</p> <p>Show initiative and work independently</p> <p>Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities</p> <p>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
TRAINING	<p>Willingness to participate in further training and developmental opportunities offered by the school and Trust to further knowledge.</p> <p>Its is expected that the postholder will keep their skills and knowledge up to date and relevant</p>	<p>AF/I</p> <p>AF/I</p>
OTHER	<p>A flexible and positive attitude</p> <p>Competent and organised</p> <p>Patient</p> <p>Enjoy working with children</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

All staff are expected to understand and be committed to equal opportunities in employment and service delivery and to comply with safeguarding policies and procedures at all times