

Level 3

This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities

Purpose of job

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Hours:

The role is 32.50 hours per week term time only with timetabled hours to be agreed on an annual basis.

Key responsibilities:

Support for pupils (either individually or in groups)

- Support the activities of individuals or groups.
- Establish and maintain relationships with individual pupils and groups.
- Contribute to individual Education Plans as appropriate.
- Implement agreed learning strategies.
- Support pupils during learning activities.
- Promote pupils' social and emotional development.
- Contribute to the health and well being of all pupils.
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning needs, behavioural, emotional and social development needs and communication and interaction difficulties.
- Support pupils with literacy and numeracy skills.
- Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role)
- Support pupils to access the broad and balanced curriculum.
- Dealing with the personal care needs (including medical) of children where appropriate in line with local authority guidance.

Communicate, distribute and supervise work that has been set by the teacher in accordance with school policy.

Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment and report back any issues/concerns at the end of the session.

Respond to any questions from pupils about process and procedures (not teaching the lesson).

Deal with any immediate problems / emergencies according to school policy and procedures.

Collect any completed work and return it to the teacher.

Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher / organiser.

Support for teachers:

Observe and report on pupil performance.

Contribute to the planning and evaluation of learning activities.

Assist in preparing and maintaining the learning environment (including displays).

Contribute to the management of pupils' behaviour.

- Contribute to maintaining pupils' records.
- Support the maintenance of pupils' safety and security.
- Undertake routine marking in line with school policy.
- Provide general administrative support, including taking registers, as required.
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or when there is an unexpected absence (for the equivalent of one half day per week).

Support for school:

- Support the development and effectiveness of team work within the school environment.
- Develop and maintain working relationships with all staff and other professionals.
- Liaise with parents as appropriate in line with school practice and procedures.
- Be first aid qualified and have responsibility for being a first aider across school (with paid allowance).
- Review and develop own professional practice.
- Undertake first aid training to support the children in this area (with paid allowance).
- Work as required across the curriculum and across KS2 within the school in accordance with the job.
- To fully support the current School Development Plan and to work towards meeting the targets
- To fully support the Core Policies of School.
- Support the use of information and communication technology in the classroom

General:

- To perform other such duties as the Headteacher may from time to time determine:
 - Individuals have a responsibility for promoting and safeguarding the welfare of all children on our school.
 - To ensure their tasks are carried out with due regard to Health and Safety.
 - To participate in appropriate professional development including adhering to the principle of performance management.
 - To adhere to the ethos of our school:
 - Promote the agreed vision and aims
 - To set an example of personal integrity and professionalism.
 - Attendance at appropriate staff meetings and parents evenings.
 - Any other duties as commensurate within the grade in order to ensure the smooth running of school.

Observance of Birmingham City Council's Equal Opportunities Policy will be required

Qualification required — Essential — NVQ level 3 or equivalent

Special Conditions

See The Education (Specified Work and Registration)(England) Regulations

2003 and Guidance for Schools on Cover Supervision.

Within the grade and job description of each level the exact focus of the role will be decided t school level and will take into account the needs of the school as well as the experience and development needs of the member of staff.



Supervision received:

From: Leadership Group, Senior Management Team, SENDCo, Class teachers

Left to work within establishment guidelines subject to scrutiny by supervisor.

This Job Description has been discussed and accepted by the Headteacher and the teaching assistant concerned.

..... Teaching assistant Date

..... Headteacher Date