**JOB DESCRIPTION**

**Post:**  Level 3 Teaching Assistant

**Salary**: Grade 5: Scale Points 12-17

**Full Time:** 32.5 hours 8.30-3.30pm Term Time only plus 5 days

**Term of contract**: Permanent

**Responsible to:** Headteacher

**Core Purpose**

To provide effective support for teaching and learning.

**Main Duties**

* Support pupils’ learning activities
* Help to keep children safe
* Promote positive behaviour
* Develop and promote positive relationships with children, adults and other practitioners
* Support the development and effectiveness of work teams
* Reflect on and develop practice
* Use information and communication technology to support pupils’ learning
* Plan, deliver and evaluate teaching and learning activities under the direction of a teacher, including to cover for short-term teacher absence
* Contribute to the planning, delivery and evaluation of teaching and learning activities under the direction of the teacher, including covering for short-term teacher absence.
* Support literacy development
* Support numeracy development
* Observe and promote pupil performance and development
* Contribute to assessment for learning
* Prepare and maintain the learning environment
* Provide displays
* Invigilate tests and examinations
* Contribute to maintaining pupil records
* Monitor and maintain curriculum resources
* Escort and supervise pupils on education visits and out-of-school activities
* Liaise with parents, carers and families
* Promote children’s well-being and resilience

**Additional Duties**

* Support children and young people during transitions in their lives
* Support implementation of the early years curriculum (if required)
* Support teaching and learning in a curriculum area
* Provide literacy and numeracy support to enable pupils to access the wider curriculum
* Contribute to the prevention and management of challenging behaviour in children and young people
* Assist in the administration of medication (if required)
* Enable young people to be active citizens
* Lead an extra-curricular activity

**Other Duties**

* To continue personal development and to engage actively in the appraisal process
* To undertake other duties as directed by the Headteacher

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC’s Safeguarding and Recruitment Policies for further details.  All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

It is the practice of this Trust to periodically examine employees’ job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. The Trust aims to reach an agreement on any alterations.

**PERSON SPECIFICATION**

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|  |  | **Essential / Desirable** | **Evidence** |
| **Qualifications** | To possess GCSE English and Mathematics at grade A\*- C, or GCSE Level 9-4, or a qualification in Literacy and Numeracy or CSE Grade 1 in English and Maths | **E** | **A/C** |
|  | Holder of an NVQ Level 3, BTEC Level 3 or equivalent in Teaching Assistant or Supporting Teaching and Learning in Schools | **E** | **A/C** |
|  | Trained in relevant learning strategies and/or a particular learning or curriculum area | **D** | **A/C** |
| **Skills and Knowledge** | Experience of working with children at a relevant age and/or learning need within an educational setting | **E** | **A/R** |
|  | Experience of planning, delivering and evaluating teaching and learning activities effectively | **E** | **A/I** |
|  | Experience of differentiating activities and selecting and developing resources to meet individual’s learning needs or group learning programmes | **E** | **A/I** |
|  | Experience of working effectively within a team environment and building effective working relationships with pupils and colleagues | **E** | **A/I** |
|  | Interpersonal skills and the ability to communicate effectively and sensitively with young people and colleagues | **E** | **A/I** |
|  | Ability to provide constructive feedback on a range of issues to colleagues and other professionals | **D** | **A/I** |
|  | Knowledge of the school and its setting/community | **E** | **A/I** |
|  | Knowledge and understanding of procedures for maintaining appropriate pupil records | **E** | **A/I** |
|  | Experience of using ICT technology to advance learning e.g. computer, photocopier, interactive whiteboard | **E** | **A/I** |
|  | Understanding and working knowledge of principles of child development, learning styles and independent learning | **E** | **A/I** |
|  | Knowledge and understanding of the relevant school curriculum and age-related expectations of pupils | **E** | **A/I** |
|  | Ability to recognise and respect the contribution that parents and carers can make to the development and wellbeing of children and young people | **E** | **A/I** |
|  | Working knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support | E | A/I |
|  | Awareness of safeguarding principles and safe working practices | **E** | **A/I** |
|  | Knowledge of relevant policies, codes of practice/legislation and ability to put these into practice in the role | **E** | **A/I** |
|  | Ability to organise and manage learning activities in ways which keep pupils safe | **E** | **A/I** |
|  | Ability to promote a positive ethos and actively encourage and motivate pupils to advance their learning | **E** | **A/I** |
|  | Creative skills and resourcefulness to develop and adapt learning activities to meet different objectives | **D** | **A/I** |
|  | Ability to apply agreed behaviour strategies, responding appropriately to incidents in accordance with role and responsibilities | **E** | **A/I** |
|  | Able to demonstrate a commitment to improving own knowledge and practice | **E** | **A/I** |
| **Special Working Conditions** | Commitment to running/supporting an afterschool club | **E** | **A/I** |
|  | Ability to attend occasional meetings outside of school hours | **E** | **A/I** |
|  | Ability to provide personal care to pupils – for example assisting with dressing or toileting | **E** | **A/I** |
|  | Flexible in approach and able to meet the changing demands of the role | **E** | **A/I** |

**Key**

E Essential D Desirable

A Application I Interview C Certificate R References