

**Job Description**

**Job title:** Teaching Assistant (Level 3)

**Salary Range:** (Actual Salary) £15,358 per annum

**Contract:** Fixed Term (Maternity Cover)

**Line of Responsibility:** Responsible to Manager/Deputy Manager

**Direct staff reports:** N/A

**Our People Values:**

* **Love, Learn, Live -** Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
* **Our STARS values -** Empowering staff to make a difference to children’s outcomes: Sharing; Trust; Achievement; Respect and Safety
* We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

**Key Purpose:**

To work collaboratively with the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills in specialist behaviour management being fully involved in all stages of the planning cycle.

**Accountabilities:**

The appointee will work within the setting as a member of the Teaching Assistant team.

The SENCO/Headteacher will hold the post holder to account.

**Key responsibilities and activities:**

**Supporting the pupil**

* Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
* Use specialist skills to foster the intellectual and social development of children.
* Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
* Undertake those activities necessary to foster the intellectual and social development of children.
* To facilitate the pupils development and skills in the use of resources including IT.
* To maintain pupils’ interests and motivation.
* Assisting pupils with dress/ changing for activities/ personal hygiene.
* To support individual/group work across the curriculum to raise levels of achievement.
* Care and welfare of pupils to include toileting and feeding as required.

**Supporting the teacher.**

* To be fully involved in all stages of the planning cycle to ensure full and effective evaluation of children's curriculum experiences, i.e. planning for children's curriculum experiences, organising and managing learning experiences, intervene in/direct experiences, assess quality of experiences and recording achievement.
* Actively engage in the delivery of the educational work programme and activities developed by the classroom teacher.
* To monitor individual pupils and to report progress, achievements, problems and concerns to designated supervisor.
* To work collaboratively with the classroom teacher in the planning of work programmes for individuals and groups of children.
* Contact with parents as part of normal consultative and educational process, eg parents evenings.
* Keeping materials and equipment in tidy/safe manner.
* Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
* Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
* Repair and maintenance of books and equipment.
* Development and preparation of curriculum materials.

**Supporting the school**

* Support to Head Teacher in the professional development, training and co-ordination of work for individual or group of Teaching Assistants.
* Contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.
* To contribute to the development of and maintain school policies and procedures.
* Preparation of rooms, equipment and displays.
* Maintain school routine.
* To promote high standards of behaviour throughout school in accordance with Behaviour Policies.
* Support ethos of school.
* Undertaking duties on a rota basis during mid-morning and mid-afternoon breaks.
* Maintenance of safe environment.
* To assist the teacher with supervision of pupils on school trips/visits.
* To contribute to the development of curriculum policies, including participation in working groups, staff training days or review meetings.
* To assist in the teaching of the curriculum.
* Contribute to development of school policies and procedures as part of Key Stage team.
* To support individual/ group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.

**Generic Responsibilities**

* To undertake any further training as identified in the Trust review procedures.
* Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of ‘The Health and Safety at Work Act 1974’ and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust’s efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
* To understand, comply with and promote the Trust’s safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
* The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
* To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
* Be aware of, promote and implement the Trust’s Quality and Information Security Management Systems.
* To report to line manager, or other appropriate person, in the event of awareness of bad practice.

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust’s Equal Opportunities Policy and Code of Conduct.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

**Principal Contacts**

Pupils, parents, visitors, teachers, other school support staff.

**Teaching Assistant, Level 3 - Person specification**

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| **Essential** | **Desirable** |
| **Skills, aptitude, knowledge and experience**   * Ability to work independently * Ability to use own initiative * Good understanding of safeguarding issues * Excellent practitioner | * Good understanding of the new National curriculum * Safeguarding training undertaken * Offsite visit trained * EYFS Experience |
| **Personal qualities**   * Proactive and positive team player, able to work constructively as part of a team to understand school roles and responsibilities and own position within these. * Enthusiasm for learning and working with children * Caring, friendly, approachable, open, inclusive, welcoming, and personable * Able to maintain confidentiality at all times | * Reflective approach and commitment to personal development * Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments |
| **Qualifications**   * Level 3 Qualification (E.g. NVQ Level 3 in Childcare, BETC or NNEB or equivalent) * GCSE Maths and English, grade C or 4 and above * Experience in working in a school setting | * Evidence of further CPD * First Aid trained * Team Teach trained |