

Teaching Assistant Level 3

Job Description

Normal place of work: Crosshill School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 32.5 hours per week, term time only plus 5 additional days to be worked during school closure.

Responsible to: Class Teacher

PURPOSE OF THE POST

- To assist the teacher in the whole planning cycle and the management/preparation of resources, to work both in and out of school hours to enrich curriculum learning, both in and out of school to enrich curriculum learning.
- To undertake work, care or support programmes, inclusive of special / individual learning needs, to enable access to learning for all pupils as directed by the class teacher, SENDco or external professional.
- To assist the teacher in the management of pupils and the classroom.

DUTIES AND RESPONSIBILITIES

Support for Pupils

- Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners.
- To set high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- Using specialist skills (curricular / learning), training and experience to provide support to pupils with SEND, ensuring their safety and access to learning activities. This may include toileting and changing children where appropriate.
- To assist with the development and implementation of EHCPs, personal care programmes and behaviour plans.
- To promote independence and employ strategies to recognise and reward achievement within established school procedures.
- To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- To provide feedback to pupils on their progress and achievement under the guidance of a teacher.

- To be involved in the process of differentiating activities to match pupil needs.

Support for Teachers

- To promote positive values, attitude and good pupil behaviour, dealing promptly with conflicts / issues and encouraging pupils to take responsibility for their own behaviour, in line with the school behaviour policy.
- To liaise sensitively and effectively with parents and carers as agreed with the teacher and participate in feedback sessions/meetings with parents under the teacher's supervision.
- To work with the teacher to plan lessons. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement, adjusting lessons and work plans as appropriate.
- To implement agreed learning activities / teaching programmes with advice from a teacher, adjusting activities according to pupil's needs. Occasional supervision of classes during short term absence of teachers.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning outcomes.
- To provide objective and accurate feedback to the teacher and reports as required on pupil progress, ensuring availability of appropriate evidence.
- Undertake marking of pupils' work and accurately record achievement / progress against an agreed marking scheme under the guidance of a teacher.
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of records and systems as requested.
- To be responsible for the planning, mounting and displaying of pupils' work in the classroom, under the guidance of a teacher.
- Within the context of the role, to determine the need for, prepare and maintain general and specialist equipment and resources.
- To provide minimal clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries, administering coursework, production of work sheets for agreed activities.
- To administer and assess / mark routine primary tests and contribute to the invigilation of tests / examinations as required.

Teaching Assistant Level 3 Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE	
<ul style="list-style-type: none">A good standard of education including English & Maths (GCSE/Level 2 at Grade 4/C)Recent participation in relevant professional development		<ul style="list-style-type: none">Further academic qualificationsExperience of working in schools for a minimum of 2 termsWorking with a range of professional agencies and colleagues	
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		DESIRABLE	
<ul style="list-style-type: none">A working knowledge and experience of dealing with young peopleAbility to prioritise tasks, work quickly, particularly under pressure and to deadlinesGood communication skills in a variety of contexts in a sensitive and confidential manner with a wide range of people & groupsGood time management skillsA good understanding of Safeguarding and Child Protection issuesExcellent interpersonal & organisational skills		<ul style="list-style-type: none">Thinking creatively & imaginatively to anticipate and solve problems and identify opportunitiesWorking knowledge of MakatonStrong team building skills	
CRITERIA		Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL			
<ul style="list-style-type: none">Excellent health & attendance recordWillingness to undertake personal careA caring approach and an ability to handle difficult situations in a sensitive and confidential manner			