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| Description: WiganCouncilcolourlogo(45mm)**Job Profile**  **Teaching Assistant Level 4** |  |

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| **Job purpose:** | To work with teachers and HLTA’s to assist with the planning and preparation of lesson plans.  As directed by the teacher to deliver lessons for individual students, groups or whole classes.  To supervise whole classes when required in the short term absence of the teacher.  Where appropriate to provide support to the HLTA and other teachers.  To be responsible for supervision other teaching support staff when required.  To provide support for students and where appropriate for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required. | | |
| **Reporting to:** | Headteacher,/School Business Manager, teachers, HLTA | | |
| **Responsible for - Staff** | Minor supervision of other teaching assistants | | |
| **Liaising with:** | Headteacher, teachers, other teaching assistants, parents/carers, LA | | |
| **Grade of post:** | G5 | **Gauge ref:** | A877 |
| Disclosure level: | Enhanced | | |

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| **Job Outline** |
| * To assist and support the teacher and HLTA under an agreed system of supervision. * To monitor, assess, record and report pupils achievement, progress and development. * To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom * To assist with the development and implementation of IEP’s for students. * To deliver lessons and/or work plans under the direction of the teacher/HLTA. * To provide objective and accurate feedback and reports as required on pupil’s achievement. * To assist with the production of lesson plans and worksheets. * To deliver local and national learning strategies as under the direction of the teacher/HLTA * To assist with the planning and to deliver before and after school learning activities within guidelines set by the school. * To provide support other teaching assistants and to provide minor supervision under the direction of the teacher/HLTA. * To contribute to the development of relevant policies and procedures. |

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| **Other Specific Duties** |
| To carry out the duties in the most effective, efficient and economic manner available.  To continue personal development in the relevant area.  To participate in the staff review and development appraisal process. |
| **Health and Safety Training**  To undertake Health and Safety Training on areas within your remit. |

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| **Description: WiganCouncilcolourlogo(45mm)Schools Job Profile Acceptance Forms**  **Teaching Assistant Level 4**  **G5 – A877** |  |

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| **SIGNATURES / AUTHORISATION**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.  I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post. | | | | | | Signed Governors: |  | Date |  |  | | Signed Headteacher: |  | Date |  |  | | Signed Jobholder: |  | Date |  |  | | Print Name Jobholder: |  | Payroll/personal reference number |  |  | | School Name: |  | | |  | | DFES |  | | |  | |  |  | | |  | |

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| **Description: WiganCouncilcolourlogo(45mm)Person Specification / Selection Criteria**  **Teaching Assistant Level 4** |  |

**A. Experience**

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|  | **Essential** | **Desirable** | **Source**  A = Application  I = Interview  R = References  T = Task/Observation  P = Presentation |
| Experience of working with or caring for children of a relevant age in a learning environment | E |  | A, I, R, |
| Experience of new technologies and ICT to support learning | E |  | A, I, R, T |
| Experience of supervising other staff |  | D | A, |

**B. Training and Qualifications**

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|  | **Essential** | **Desirable** | **Source** |
| Relevant Level 3 qualification | E |  | A, I |
| Training in the relevant strategies or a willingness to undertake such training | E |  | I |
| 3 x GCSE C or above in Maths and English or equivalent qualification | E |  | A, I |
| Willingness to undertake basic first aid course |  | D | A |

**C. Knowledge and Understanding**

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

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|  | **Essential** | **Desirable** | **Source** |
| Good understanding of the relevant policies/codes of practice and relevant legislation | E |  | A, I |
| Knowledge the national/foundation stage curriculum and other relevant learning programmes/strategies | E |  | A, I |

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|  | **Essential** | **Desirable** | **Source** |
| Understanding of child development and learning processes | E |  | A, I |
| Understanding of statutory frameworks relating to teaching | E |  | A, I |
| Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment | E |  | A, I |
| Knowledge of physical, intellectual, emotional and social development of children (PIES) | E |  | A, I |

**D. Personal Skills, Abilities and Competencies**

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

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|  | **Essential** | **Desirable** | **Source** |
| Ability to use a range of strategies deal with whole classroom and individual behaviour | E |  | A, I |
| Ability to support and motivate other team members |  | D | A, I |
| Very good communication skills to deal with both children and adults | E |  | I |
| Ability to constantly improve own practice/knowledge through self evaluation and learning from others | E |  | A, I |
| Ability to work under supervision and as a team member | E |  | A, I |
| Ability to deal with minor injuries |  | D | A, I |

**E. Legal Issues**

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|  | **Essential** | **Desirable** | **Source** |
| Legally entitled to work in the UK | E |  | A, I |