



The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!

First-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.

By Working Together
Sustaining Excellence
Transforming Learning

Job description: Teaching Assistant – Level 3

Salary: Scale 3, Point 5 -6
Reporting to: Headteacher / Class Teacher

Main purpose of the post:

- To undertake education support duties and assist the class teacher in the day to day needs of the pupils in their care,
- To enable the teacher to implement the curriculum and respond to the pupils' needs.
- To foster the participation of pupils in the social and academic processes of the school, enabling pupils to become more independent learners and to help raise the standards of achievement for all pupils.
- To maintain complete confidentiality on all school matters.
- To ensure safeguarding policy and practice is adhered to and maintained at all times.

Duties and Responsibilities

Teaching and learning - Teaching assistants are expected to:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Working with others - Teaching assistants are expected to:

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Work as part of a team to develop effective professional relationships with colleagues

Main Tasks:

- Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
- Supervise whole classes during the short term absence of teachers.
- Establish and maintain a good relationship with pupils.
- Promote positive pupil behaviour in line with school policies by the use of praise and encouragement both in the classroom and on the playground as required.
- Undertake playground supervision during the mid-morning break.
- Help pupils with toileting and dressing, paying particular attention to hygiene.
- To supervise the children's play involving toys and apparatus and role play under the direction of the teacher.
- To assist in the recording of observations, lessons and assessment as required by the teacher(s).
- To support the use of ICT in the classroom and to help promote e-safety at all times.
- To assist in the maintenance of a safe environment for pupils and staff.
- To assist in the presentation of display materials.
- To assist with supervision during sports activities, for example, using apparatus under the direction of the teacher(s).
- To assist with supervision of educational visits.
- To assist with the development and implementation of provision maps.
- To work with individuals/small groups in or out of the classroom and take responsibility for their learning.
- To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required.
- To take part in training activities offered by the school and the county to further knowledge
- To undertake annual training on Safeguarding and to exercise a high degree of vigilance, being consistently aware of the need to follow safeguarding policy and procedures.
- To promote inclusion and equality of opportunity regardless of gender, race, cultural background, ability, religious beliefs, sexual orientation or any additional physical, sensory or emotional needs.

Health and safety - Teaching assistants are expected to:

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development - Teaching assistants are expected to:

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct – Teaching Assistants are expected to:

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Rutland Learning Trust schools, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other duties

All Multi-Academy personnel are periodically expected to carry out tasks and duties within their area of competence not listed herein, as directed, to meet the needs of the business. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

All RLT staff will be required to:

- safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- have proper and professional regard for the ethos, policies and practices of the school in which they work;
- treat pupils, parents/pupil carers, governors, community and staff members with dignity; building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position;
- maintain the confidentiality of data and information;

Reviewing

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Postholder's signature:

Headteacher's signature:

Date:

Person specification

CRITERIA	ESSENTIAL QUALITIES	DESIRABLE
Qualifications and experience	<ul style="list-style-type: none"> • Good basic education to GCSE or equivalent in English and Maths. • Level 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) • Experience of working with children • Experience of primary education 	<ul style="list-style-type: none"> • A qualification in First Aid • A range of further training in child development and learning.
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills. • Excellent communication skills with children, parents and staff. • Active listening skills. • Good organisational skills • Ability to build effective working relationships with pupils and adults • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Knowledge of equal opportunities 	<ul style="list-style-type: none"> • Skills in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
Personal qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • A resilient team player with a positive can do attitude. • An ability to adapt to a variety of situations. 	<ul style="list-style-type: none"> • A willingness to contribute to the life and work of the whole school outside the constraints of the working day. • Confident in day to day contacts with parents/carers and staff. • Ability to liaise with other professionals under the supervision of the teacher.