



JOB DESCRIPTION AND PERSON SPECIFICATION

Teaching Assistant Level 3

Ramsey Spinning Infant and Junior Schools

Grade:	CCCTA Level 3 Points 7-11
Responsible to:	Executive Principal
Direct Reports:	Phase Lead / Class Teacher/ SENDCO
Indirect Reports:	
Job Description Issue Date:	July 2024
Postholder Name:	

Purpose of the Role

- Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.
- Contribute to raising standards of achievement for all pupils.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

1. Support for children

- Supervise a class (eg PPA/absence cover) in following a programme of study provided by the teacher.
- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed, adapting and creating planning and providing support necessary.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Take every opportunity to develop independent learning.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all children feel involved with tasks and activities
- Share the whole school commitment to safeguarding and promoting the welfare of children and young people.

2. Support for the teacher

- Assist in maintaining class assessment books and contribute to reports on pupil progress and development as directed.
- Following the direction of the teacher, deliver whole class sessions, usually with the support of another Teaching Assistant.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
- Contribute to the development of JLPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to school review and development planning.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.

3. Support for the School

- Develop and maintain effective working relationships with colleagues and (if required) parents, guardians and other interested parties
- Attend and actively participate in relevant staff meetings
- Support other staff members and contribute to the school as a member of a team
- Contribute to the maintenance of pupil/student safety and security
- Provide reasonable support services to the school (e.g. answering phones, helping with displays) as necessary within the boundaries of job responsibilities and grade
- Support school activities / events (e.g. plays, trips) within the limits of the role
- Observe the school's policy on confidentiality
- Any other tasks which are a reasonable request

4. Curriculum Support

Support attainment by:

- Provide targeted support to enhance learning and improve attainment.
- Providing timely and appropriate support to pupils in need of extra help in this area
- Support the use of ICT in school
- Support the teaching of the range of subjects the school offers

Additionally:

- Be punctual
- Dress smartly
- Maintain high attendance

Notes

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.

Person Specification - Teaching Assistant Level 3

	Essential	Desirable
Education and Qualifications		
Maths & English GCSE at C or above/Grade 4	X	
Level 3 TA qualification	X	
Paediatric First Aid Certificate or willingness to undertake training	X	
Knowledge and Experience		
Experience of working with primary age children	X	
An understanding of relevant policies and awareness of relevant legislation		X
A general understanding of national/foundation stage curriculum and other relevant learning programmes/strategies		X
Professional Skills		
Appropriate IT and keyboard skills to effectively use all relevant school software	X	
Proven ability to work under pressure, prioritise and respond to deadlines	X	
Ability to make sound judgments and work effectively under conflicting demands	X	
Excellent interpersonal skills with the ability to communicate effectively with a broad range of audiences	X	
Excellent written and oral communication skills	X	
Ability to work on own initiative with a proactive, balanced approach	X	

Personal Qualities		
Committed to CPD, relevant to the role	X	
Self-motivated, with a 'can do' approach to problem solving	X	
Ability to learn quickly and effectively	X	
Reliable, enthusiastic, committed	X	

Ability to form and maintain appropriate professional relationships	X	
Have a willingness to demonstrate commitment to the values and behaviours which flow from the Elliot Foundation ethos	X	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	X	
Ability and willingness to visit academies and other sites as appropriate		X
Must be able to meet the physical demands of the role	X	