



## JOB DESCRIPTION and PERSON SPECIFICATION

<b>Post title:</b>	<b>Teaching Assistant Grade 3</b>
<b>Academy:</b>	<b>Worksop Priory CofE Academy</b>
<b>Working time:</b>	<b>32.5 hours per week (Term Time Only)</b>
<b>Pay Range:</b>	<b>NJC Frade 3 £19307-£19,925 (FTE £25583-£26403)</b>
<b>Reporting to:</b>	<b>Headteacher / Senior Leadership Team</b>

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### Main Purpose of the job:

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to support pupils in making good progress through a high quality childhood provision.
- To assist the teacher in the management of pupils and the classroom.
- To ensure that the learning environment is stimulating, purposeful and safe
- To contribute to curriculum planning and development

### Key Responsibilities:

- Establishing a constructive relationship with pupils and interact with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and engage in activities led by the teacher
- Setting challenging and demanding expectations and promote self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher
- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities
- Monitoring pupils' responses to learning activities and accurately record achievements/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, barriers to learning etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers
- Supporting staff in the carrying out of home visits
- Administering routine tests and invigilating exams and undertake routine marking of pupils' work
- Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
- Assisting the teaching staff in the smooth transition between educational phases
- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Planning and providing practical assistance in relation to identified physical needs
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Supporting pupils in their learning in all areas of the curriculum.



- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
- Supporting pupils and teacher during PE and other practical activities.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
- Assisting with the supervision of pupils at break times
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher
- Provide extra curricular club to support pupils personal development
- Provide emergency class cover when a teacher is absent

### **General Responsibilities**

- Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Appreciating and supporting the role of other professionals
- Attending relevant meetings, staff meetings and Inset days as required
- Participating in training and other learning activities and performance development as required
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- To perform any reasonable duty as requested by the Headteacher

### **Supporting Information**

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

This job description is current at the date of publication and does not form part of your contract of employment. This may be amended as the need arises to reflect or anticipate changes to the role/duties following consultation with the post holder.



## Person Specification

	Essential	Desirable
Experience	<b>Evidence of:</b> <ul style="list-style-type: none"> <li>NVQ level 3 for Teaching Assistants or equivalent qualification or experience</li> <li>Recent, impactful experience working in a childhood setting</li> <li>Good level of English and Maths skills</li> <li>Supporting children in their learning needs</li> </ul>	<b>Evidence of:</b> <ul style="list-style-type: none"> <li>First Aid qualification</li> </ul>
Organisation	<b>Evidence of ability to:</b> <ul style="list-style-type: none"> <li>manage time and prioritise workload effectively</li> <li>identify (potential) problems and address these</li> <li>balance the demands of many responsibilities effectively</li> <li>record and pass on information accurately</li> <li>to work independently and as a part of a team</li> </ul>	<b>Evidence of ability to:</b> <ul style="list-style-type: none"> <li>organise and manage an area of responsibility</li> </ul>
Specialist Skills and Knowledge	<b>Demonstrates:</b> <ul style="list-style-type: none"> <li>child-centred vision for education</li> <li>effective and positive approach to behaviour management</li> <li>ambition for children's outcomes and achievement</li> <li>ability to deliver effective learning opportunities</li> <li>careful consideration of, and ability to provide for, the needs of <b>all</b> children</li> <li>positive impact on pupil outcomes and wellbeing</li> <li>a knowledge of phonics and early reading</li> </ul>	
Disposition and attitudes	<ul style="list-style-type: none"> <li>Dedication and drive to provide the best possible educational provision</li> <li>Enthusiasm for childhood education</li> <li>Altruistic approach to supporting children, families and colleagues</li> <li>Advocate of the school's Christian ethos, vision and values</li> <li>High levels of integrity, resilience and emotional stability</li> <li>Shows initiative, calmness and flexibility when faced with challenging situations</li> <li>Demonstrates reliability and loyalty</li> </ul>	
Specific Requirements	<ul style="list-style-type: none"> <li>Excellent communication skills, including oral, written and use of IT</li> <li>Commitment to safeguarding and promoting the welfare of children</li> <li>Uphold high levels of professional standards at all times</li> <li>Maintain confidentiality in all school matters</li> </ul>	