

Teaching Assistant L3 – Supporting & Delivering Learning**Evaluated Grade Scale 3****Job Description**

Job Purpose
To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.
Major Tasks
<ul style="list-style-type: none"> • Support pupils • Support the teachers • Support the curriculum • Support the school
Contacts & Relationships
<ul style="list-style-type: none"> • Use specialist (curricular/learning) skills/training/experience to support pupils • Assist with the development and implementation of IEPs • Establish productive working relationships with pupils, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all pupils within the classroom • Support pupils consistently whilst recognising and responding to their individual needs • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Provide feedback to pupils in relation to progress and achievement • Work with the teacher to establish an appropriate learning environment • Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate • Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed • Administer and assess routine tests and invigilate exams/tests • Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc. • Help pupils to access learning activities through specialist support • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils • Attend and participate in regular meetings • Participate in training and other learning activities as required • Recognise own strengths and areas of expertise and use these to advise and support others

<ul style="list-style-type: none"> • Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate • Undertake planned supervision of pupils' out of school hours learning activities • Supervise pupils on visits, trips and out of school activities as required
Creativity
<ul style="list-style-type: none"> • Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives • Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence • Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested • Undertake marking of pupils' work and accurately record achievement/progress • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour • Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
Decisions
<ul style="list-style-type: none"> • Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills • Contribute to the overall ethos/work/aims of the school
Management & Supervision
<ul style="list-style-type: none"> • No Management or Supervisory responsibilities
Supervision Received
Weekly meetings with Headteacher and/or Senior Leadership Team
Complexity
Resources
<ul style="list-style-type: none"> • Support the use of ICT in learning activities and develop pupils' competence and independence in its use • Determine the need for, prepare and maintain general and specialist equipment and resources • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
Impact
Physical Demands
The level of physical demand would only be carrying of books/laptop. Occasionally there may be a demand for more than this, however, this would not be typical of this post.
Working Environment
Mainly working in classroom environment with regards to heat, light and ventilation, on occasion may be exposed to change in conditions when travelling to and from classrooms.
Emotional Context
The emotional strain this is expected to face would be limited however there may occasions when this post may be exposed to information they may find upsetting, this would not be a formal part of this post.

Other
<p>The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.</p> <p>To support the Catholic ethos of the school</p> <p>The post holder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.</p> <p>The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.</p>

Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • Very good numeracy/literacy skills • NVQ3 for Teaching Assistants or equivalent qualification or experience • Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE etc. • Appropriate First Aid training or the willingness to be trained.
Experience	<ul style="list-style-type: none"> • Experience working with children of relevant age
Knowledge	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Understanding of principles of child development and learning processes
Skills	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Use of other equipment technology – video, photocopier • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Personal style & behaviours	<p>This post brings the post-holder into considerable contact with the children. It is essential that the post-holder will:</p> <ul style="list-style-type: none"> • Uphold the school's Catholic ethos. • Are sympathetic to the individual needs of children in the school. • Show an awareness of how to deal with children of different ages. • Support the school discipline system. • Have awareness at all times of child protection issues, informing the Designated Safeguarding Lead as the named persons of any concerns that they might have. • Training on First Aid programmes or a willingness to undertake such training is necessary. <ul style="list-style-type: none"> ▪ Punctual, courteous, encouraging and vigilant ▪ Appreciative and supportive of the role of other professionals

	<ul style="list-style-type: none"> ▪ Develop good relationships with others by behaving with integrity, treating people with respect and leading by example.
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This post has been identified as a customer facing role and therefore, as a public body, the Council is obliged to ensure members of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	✓
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>