

## **JOB DESCRIPTION**

**SCHOOL:** ASHTON WEST PRIMARY ACADEMY

**JOB DESIGNATION:** TEACHING ASSISTANT LEVEL 3

**POST OBJECTIVE/S:**

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.

To supervise, within a school cover supervision policy, whole classes occasionally during the short term absence of teachers, to maintain good order and to keep pupils on task.

**MAIN DUTIES AND RESPONSIBILITIES**

<b>SUPPORT FOR PUPILS</b>
<ul style="list-style-type: none"><li>• Use specialist (curricular/learning) skills/training/experience to support pupils</li><li>• Assist with the development and implementation of SEN support</li><li>• Establish productive working relationships with pupils, acting as a role model and setting high expectations</li><li>• Promote the inclusion and acceptance of all pupils within the classroom</li><li>• Support pupils consistently whilst recognising and responding to their individual needs</li><li>• Encourage pupils to interact and work co-operatively with others and engage all pupils in activities</li><li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance</li><li>• Provide feedback to pupils in relation to progress and achievement</li></ul>
<b>SUPPORT FOR THE TEACHER</b>
<ul style="list-style-type: none"><li>• Work with the teacher to establish an appropriate learning environment</li><li>• Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate</li><li>• Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives</li><li>• 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</li><li>• Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested</li><li>• Undertake marking of pupils' work and accurately record achievement/progress</li><li>• 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</li><li>• 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</li><li>• Administer and assess routine tests and invigilate exams/tests</li><li>• Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.</li></ul>

#### SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy,, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of computing in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

#### SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- 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
- 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

## **PERSON SPECIFICATION**

### **TEACHING ASSISTANT LEVEL 3**

#### **Personal requirements of a successful postholder**

##### **Education/Qualifications/Membership of Professional Institutions (indicate grade)**

Willingness to undertake TA induction training	E
NVQ Level 3 for Teaching Assistants or equivalent, or 3 years relevant experience	E
Very good numeracy/literacy skills GCSE or equivalent	E

##### **Specialised Training**

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.	E
Appropriate first aid training	E

##### **Experience**

Experience working with children of relevant age	E
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##### **Key Skills**

Can use ICT effectively to support learning	E
Use of other equipment technology – video, photocopier	D
Ability to self-evaluate learning needs and actively seek learning Opportunities	E
Ability to relate well to children and adults	E
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E

##### **Key Knowledge**

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	E
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	E
Understanding of principles of child development and learning processes	E

#### **For information**

**Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post**

**Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.**