

Job Description Level 3 Teaching Assistant

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individual 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.
A candidate who is trained as a Thrive practitioner or a willingness to train would be desirable.

SUPPORT FOR PUPILS

- 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
- 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
- Supervise children at break times

SUPPORT FOR THE TEACHER

- 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
- 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

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

Support the work of volunteers and other Learning Assistants in the classroom.

SUPPORT FOR THE CURRICULUM

Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs

Implement local and national learning strategies eg 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 ICT 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

Show a duty of care and take appropriate action to comply with health and safety requirements at all time

Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Experience	Experience working with children of relevant age
Qualifications	Very good numeracy/literacy skills Minimum Grade C GCSE in Maths and English or equivalent NVQ 3 for Teaching Assistants or equivalent qualification or experience First Aid
Knowledge/Skills	Can use ICT effectively to support learning Use of other equipment technology – video. Photocopier Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies Understanding of principles of child development and learning processes Ability to self-evaluate learning needs and actively seek learning opportunities

	<p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team understanding classroom roles and responsibilities and your own position within these.</p> <p>Speak using Standard English</p>
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