**Teaching Assistant Level 4 – Supporting and Delivering Learning**

**Job Description**

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| **Job Purpose** |
| To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training |
| **Major Tasks**  |
| * Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
* Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
* Attend all relevant CPD and disseminate to staff as needed
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| **Contacts & Relationships** |
| * Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Develop and implement IEPs
* 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
* Supporting the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
* Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
* Deliver out of school learning activities within guidelines established by the school
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| **Creativity** |
| * Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
* Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
* Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
* Administer and assess/mark tests and invigilate exams/tests
* Production of lesson plans, worksheet, plans etc
* Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
* Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
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| **Decisions** |
| * Deliver 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 pupils’ skills
* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting 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
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| **Management & Supervision** |
| * Manage other teaching assistants within classrooms
* Liaise between managers/teaching staff and teaching assistants
* Represent teaching assistants at teaching staff/management/other appropriate meetings
* Co-ordinate RE throughout school updating policy. Attend all relevant CPD and disseminate to staff as needed
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| **Supervision Received** |
| * Line managed by Deputy Headteacher responsible to Headteacher/Deputy Headteacher
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| **Complexity** |
| * Relatively complex role, teaching throughout school to cover absence of a teacher
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| **Resources** |
| * Organise and manage appropriate learning environment and resources
* Use ICT effectively to support learning activities and develop pupils’ competence and independence in its use
* Select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds
* Advise on appropriate deployment and use of specialist aid/resources/equipment
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| **Impact** |
| * Teacher PPA cover
* Makes assessments of pupils understanding
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| **Physical Demands** |
| * Preparing lessons/equipment – no heavy equipment
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| **Working Environment** |
| * Mainly classroom. Some travel to and from courses
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| **Emotional Context**  |
| * Management of classroom behaviour difficult matters will be referred to senior staff
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| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder 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. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Meet Higher Level Teaching Assistant standards or equivalent qualification or experience
* Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths
* Training in relevant learning strategies e.g. literacy
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| **Experience** | * Experience working with children of relevant age in a learning environment
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| **Knowledge** | * Full working knowledge of relevant policies/codes of practice/legislation
* Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies
* Good understanding of child development and learning processes
* Understanding of statutory frameworks relating to teaching
* Constantly improve own practice/knowledge through self-evaluation and learning from others
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| **Skills** | * Can use ICT effectively to support learning
* Ability to organise, lead and motivate a team
* 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
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| **Personal style & behaviours** | * Well organised, caring, supportive and approachable. Able to maintain confidentiality. Able to use initiative and work with minimal supervision
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| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member 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.* Correct enunciation and modelling of language is required for the role
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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>