

## Level 3 Teaching Assistant – Supporting & Delivering Learning

### Evaluated Grade

### Job Description

Job Purpose
<p>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.</p>
Major Tasks
<ul style="list-style-type: none"> <li>• To support pupils' learning under the direction of the class teacher</li> <li>• Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Follow all guidance provided by the school in relation to teaching and learning</li> </ul>
Contacts & Relationships
<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 IEPs</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> <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>• 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> <li>• Help pupils to access learning activities through specialist support</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils</li> <li>• Attend and participate in regular meetings</li> <li>• Participate in training and other learning activities as required</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> </ul>

<ul style="list-style-type: none"> <li>• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate</li> <li>• Undertake planned supervision of pupils' out of school hours learning activities</li> <li>• Supervise pupils on visits, trips and out of school activities as required</li> </ul>
<b>Creativity</b>
<ul style="list-style-type: none"> <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>• Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs</li> </ul>
<b>Decisions</b>
<ul style="list-style-type: none"> <li>• 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</li> <li>• Contribute to the overall ethos/work/aims of the school</li> </ul>
<b>Management &amp; Supervision</b>
<ul style="list-style-type: none"> <li>• No Management or Supervisory responsibilities</li> </ul>
<b>Supervision Received</b>
<ul style="list-style-type: none"> <li>• Supervision from class teacher and senior leaders</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>• Post holders will be expected to follow the planning provided and adapt their delivery to meet the learning needs of individual pupils</li> </ul>
<b>Resources</b>
<ul style="list-style-type: none"> <li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use</li> <li>• Determine the need for, prepare and maintain general and specialist equipment and resources</li> <li>• 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</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>• The impact of the role will be to accelerate the learning of the pupils you work with</li> </ul>
<b>Physical Demands</b>
<ul style="list-style-type: none"> <li>• Some standing, some sitting and moving around the classroom. Occasional bending and stretching.</li> </ul>
<b>Working Environment</b>
<ul style="list-style-type: none"> <li>• In the main this post works in the environmental equivalent to working in an office in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside; for example outdoor duties, visits etc.</li> <li>• The post holder may have some interaction with parents, such as meeting and greeting, but would not be expected to deal with complaints or aggressive behaviour.</li> </ul>
<b>Emotional Context</b>
<ul style="list-style-type: none"> <li>• The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information that may be</li> </ul>

upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information.

**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.

The postholder would be expected to undertake personal professional development to support the requirements of the role including First Aid Training.

## Person Specification

Criteria	Standard
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Grade C or above in English and Maths or equivalent</li> <li>• NVQ3 for Teaching Assistants or equivalent qualification or experience</li> <li>• 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</li> <li>• Appropriate First Aid training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children of relevant age</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Understanding of principles of child development and learning processes</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Can use ICT effectively to support learning</li> <li>• Use of other equipment technology – video, photocopier</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>
<b>Personal style &amp; behaviours</b>	<ul style="list-style-type: none"> <li>• Resilient, patient and empathetic;</li> <li>• Punctual</li> <li>• Flexible</li> </ul>
<b>Fluency Duty</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• The post holder would be expected to explain complexed information to staff and pupils, therefor this post has been assessed as requiring <b>C1</b> level under the Common European Framework of Reference for Language (CEFR).</li> </ul>

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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	X
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>

