



St Matthew's CE (Aided) Primary School and Nursery Centre

Job description: Teaching Assistant Level 3



Main 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 cover whole classes in the absence of teachers, including illness, PPA cover and release time.

Duties and responsibilities

- Contribute to the overall Christian ethos, aims and work of the school
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of ITP's, Behaviour Plans and Personal Care Programmes.
- Be responsible for leading intervention programmes, assessing, reviewing and providing feedback.
- Promote the inclusion and acceptance of all pupils within the classroom
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- 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
- Support pupils consistently whilst recognising and responding to their individual needs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. To follow the Behaviour Policy of the school
- 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
- Provide general clerical/admin. support e.g. photocopying, filing.

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required
- Administer routine tests and invigilate exams
- 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, in-line with the Marking Policy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Take an active part in Performance Management against agreed priorities and targets in accordance with schools' Performance Management Policy.
- Deliver lessons planned and agreed by the teacher for short-term absence of teachers, PPA cover and release time.

Decisions

- 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

Resources

- 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
- 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

Other areas of responsibilities

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Promote the safety and welfare of all children and have a child centred approach.
- Hold a current first-aid certificate or train if required

- Undertake play and lunch duties when required
- Undertake personal and intimate care for pupils when required.

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, as directed by the Headteacher or line manager.

The postholder will be expected to actively follow all school 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 will ensure that they promote the safeguarding and welfare of all children in line with Keeping Children Safe in Education, the Statutory Framework for the Early Years Foundation Stage and Working Together to Safeguard Children

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

Person Specification

Criteria	Standard
Qualifications	• Good English and Mathematics skills • Completion of DfES Teacher Assistant Induction Programme • NVQ 3 for Teaching Assistants or equivalent qualifications or experience • Training in the relevant strategies e.g. English and/or in particular curriculum or learning area e.g. sign language, dyslexia, ICT, Maths, English. • First Aid training as appropriate
Qualifications	• Working with or caring for children of relevant age • Experience working in a school environment or other educational setting
Skills and Knowledge	• Good English and Mathematics skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
Personal style & behaviours	• Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times and observe GDPR guidelines • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people
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. This post has been assessed as requiring C1 level under the Common European Framework of Reference for Language (CEFR).

	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.
--	--