

Evaluated Grade:

Job Description**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.

**Major Tasks**

- To ensure classes are appropriately covered if teachers are absent through illness, PPA or CPD.
- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.

**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.
- 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 providing 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 where necessary.
- 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.

**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 behaviour 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.

<b>Decisions</b>
<ul style="list-style-type: none"> <li>• Deliver local and national learning strategies e.g. phonics, numeracy, early years, KS1 and KS2 national curriculum and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.</li> <li>• 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.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Contribute to the overall ethos, work and aims of the school.</li> </ul>
<b>Line management and supervision</b>
<ul style="list-style-type: none"> <li>• Supervision from SLT, SENCO and class teacher.</li> <li>• Liaise between teaching staff and teaching assistants.</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>• Supervision of Teaching Assistants, Volunteers, work placements and students including planning of rotas and induction processes.</li> <li>• Covering for teacher absence and implementing the teaching plan designed by the Class teachers.</li> </ul>
<b>Resources</b>
<ul style="list-style-type: none"> <li>• Use ICT effectively to support learning activities and develop pupils' competence and independence in its use</li> <li>• Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.</li> <li>• Advise on appropriate deployment and use of specialist aid/resources/equipment.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>• Appropriate levels of cover for teacher absence.</li> </ul>
<b>Physical Demands</b>
<ul style="list-style-type: none"> <li>• The level of physical demands would be that expected of a typical desk based job such as carrying files and setting up classrooms for the days teaching. There may be the occasional demand for more than this however, this would not be a typical or significant part of the job.</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.</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 upsetting. However, this would be incidental, and it would not be a formal part of the job to deal with this.</li> </ul>
<b>Other</b>
<p>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.</p> <p>The postholder will be expected to actively follow Telford &amp; Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.</p> <p>The postholder will be expected to maintain an awareness and observation of Fire and Health &amp; Safety Regulations.</p>

**Person Specification**

<b>Criteria</b>	<b>Standard</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.</li> <li>• Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths.</li> <li>• Training in relevant learning strategies e.g. literacy.</li> <li>• Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children of relevant age in a learning environment.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice/legislation.</li> <li>• Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.</li> <li>• Good understanding of child development and learning processes.</li> <li>• Understanding of statutory frameworks relating to teaching.</li> <li>• Constantly improve own practice/knowledge through self-evaluation and learning from others.</li> </ul>
<b>Professional skills</b>	<ul style="list-style-type: none"> <li>• Can use ICT effectively to support learning.</li> <li>• Ability to organise, lead and motivate a team.</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> <li>• Demonstrate reliability and integrity.</li> <li>• Have good organisation skills.</li> </ul>

*Where the post has been identified as “customer facing” under the requirements of the fluency duty, please insert the paragraph below:*

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) as there will be contact with pupils, staff and parents.

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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>