

## JOB DESCRIPTION

Job Title	Teaching Assistant (Level 3)
Responsible to	The Headteacher

### Job Purpose:

- Working under guidance: implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in the whole planning cycle and the management/preparation of resources. To provide cover for whole classes under a system of supervision for up to 30% of employed time throughout the school year.

### Key Accountabilities:

- To work with the teacher to establish an appropriate learning environment
- To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide feedback to pupils in relation to progress and achievement
- To use specialist (curricular/learning) skills to support pupils
- To assist with the development and implementation of IEPs
- To establish productive working relationships with pupils, acting as a role model and setting high expectations
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- To promote independence and employ strategies to recognise and reward achievement and self-reliance
- To implement agreed learning activities/teaching literacy and numeracy programmes, adjusting activities according to pupils' responses/needs
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To determine the need for, prepare and maintain general and specialist equipment and resources
- To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested

- To undertake marking of pupils' work and accurately record achievement/progress
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed
- To administer and assess routine tests and invigilate exams/tests
- To 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
- To supervise pupils on visits, trips and out of school activities as required
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
- To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment i.e. photocopier, laminator, making books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance
- To participate in training and other learning activities offered by the school and Trust to further knowledge (within employed hours)
- To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.
- To lead an after school club, once a week with a mixed age group of children.
- To undertake Paediatric first aid training and to act as a first aider for the Academy.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time. Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.

#### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

#### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

#### Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

# PERSON SPECIFICATION

Job Title: Teaching Assistant (Level 3)

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Qualifications &amp; Experience</b>					
	A good standard of education particularly in English and Mathematics	NVQ Level 3 for Teaching Assistants or equivalent	X	X	
	Experience of supporting children in a classroom environment, including those with special educational needs				
	Experience of using Information Technology to support pupils in the classroom				
<b>Knowledge &amp; Understanding</b>					
	Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment		X	X	
	Knowledge of SEN Code of Practice		X	X	
	Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils		X	X	
	Knowledge of the EYFS curriculum and the requirements of the Early Learning goal and a good level of development		X	X	
<b>Skills &amp; Abilities</b>					
	Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher		X	X	
	Ability to consistently and effectively implement agreed behaviour management strategies		X	X	
	Ability to use language and other communication skills that pupils can understand and relate to		X	X	

	Ability to establish positive relationships with pupils and empathise with their needs		x	x	
	Ability to demonstrate active listening skills		x	x	
	Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task		x	x	
	Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.		X	X	
	Ability to carry out and report on systematic observations of pupils' knowledge, understanding and Skills.		X		
	Ability to assist in the recording of lessons and assessment as required by the teacher.		X	X	
	Ability to offer constructive feedback to pupils to reinforce self-esteem .		X		
	Ability to work effectively and supportively as a member of the school team		X		
<b>Personal Skills and Attributes</b>					
	Willingness to participate in further training and developmental opportunities offered by the school and Trust, to further knowledge				
	Willingness to maintain confidentiality on all school matters				