

JOB DESCRIPTION

Job Title:	Teaching Assistant – Level 3
Responsible to:	SENDCo
Grade:	Grade 3
Hours:	32.5 hours per week
Contract:	Permanent, Term Time only inclusive of 5 Inset Days
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate

Purpose of job

To support children and young people to achieve their potential by providing support to overcome barriers to learning.

Duties and responsibilities

Support for students

1. You will work with individuals or groups of students to support them in raising attainment. This will also require supporting students with their skills development to enable them to achieve their potential.
2. Supporting students with a wide range of SEN: including those with SEMH.
3. You will work closely with the teaching staff to develop and deliver support and plan and deliver catch up work.
4. Developing the skills and aptitudes of students who struggle to access the full National Curriculum through academic mentoring, support and short targeted interventions, helping to manage and monitor students on that provision.
5. Meet regularly with line manager/Head of faculty to report on the progress of identified students, within the agreed monitoring and tracking procedures.
6. Meeting with students to review their progress and mentor them towards achieving their goals and feeding back the outcomes of these meetings to tutors and other leaders in relevant planning and assessment activities.
7. Support students on Free School Meals to help raise their attainment.
8. Lead intervention sessions where appropriate.
9. To keep detailed records of any interventions and support offered.
10. Be responsible for and fully committed to the Safeguarding of Children.

11. Participate in the education of children, including contributing to their health and wellbeing as outlined in the principles of the Every Child Matters agenda.
12. Establish and maintain relationships with individual pupils and groups.
13. Support children with specific needs if appropriate
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
14. Contribute to Individual Education Plans as appropriate.
15. Provide support for bilingual/multilingual students.
16. Working with students with complex needs: monitor and provide for their general care, safety and welfare, including undertaking tasks connected with social inclusion and personal/ physical care.

Support for the teacher(s)

1. Observe and report on pupil performance.
2. Contribute to the planning and evaluation of learning activities.
3. Assist in preparing and maintaining the learning environment.
4. Contribute to maintaining pupils' records.
5. Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence less than a whole lesson.
6. Support in organising effective learning environments.
7. Support literacy and numeracy activities in the classroom
8. Support the maintenance of pupil safety and security
9. Contribute to the management of pupil behaviour by
 - promoting school policies with regard to pupil behaviour
 - supporting the implementation of strategies to manage pupil behaviour
10. Provide administrative support, e.g. produce worksheets and administer coursework.

Support for the school

1. Contribute to the overall ethos/work/aims of the school.
2. Be aware of and comply with all school policies and procedures in particular those relating to child protection reporting any concerns to an appropriate named person.
3. Support the development and effectiveness of team work within the school environment.
4. Develop own effectiveness in a support role by actively participating in own professional development.
5. Liaise with parents and other agencies as appropriate.
6. Participate and/or lead activities to support attainment of pupils such as reading clubs.
7. All other duties commensurate with the grade and responsibility of the post.

Support for the curriculum

Support the use of information and communication technology in the classroom

Responsibility for people: Providing appropriate care/support to students with complex behaviour, learning, and/or health care needs.

Responsibility for physical resources: The post has some direct responsibility for physical resources, including safe/secure record keeping and maintenance and management of learning resources.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Safeguarding and Data Protection

Work within the requirements of Data Protection legislation at all times.

Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.

- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

PERSON SPECIFICATION

JOB TITLE: TEACHING ASSISTANT LEVEL 3

EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children or young adults • Understanding of the principles with regard to Safeguarding of Children 	
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work as part of a team • Ability to help raise attainment of young people • Experience of working with SEND • Ability to deal with challenging situations • Ability to work using own initiative • Flexible attitude/approach • Willingness to undertake any training relevant to the post 	
EDUCATION QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE (Grade C) in English and Maths • Relevant TA qualification if Level 3 	
OTHER	<ul style="list-style-type: none"> • Ability to attend meetings outside of the normal working day e.g. Parent evenings 	
CONTRA-INDICATORS	<ul style="list-style-type: none"> • DBS disclosure relating to offences against children or vulnerable adults 	