TEACHING ASSISTANT – LEVEL THREE

JOB DESCRIPTION

Post Title: TEACHING ASSISTANT (LEVEL THREE)	
Department: CHILDREN'S SERVICES	**Location:** THE ELTON HIGH SCHOOL
Post Hours: 29.35hrs Term Time + 3 days worked during periods of school closure	**Post Grade:** Grade 7
Special Conditions of Service:	
Purpose and Objectives of Post: To work under the guidance of teaching/senior staff and within an agreed system of supervision (subject to the direction and supervision of a teacher), 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. Supervision of whole classes during the short term absence of teachers. To carry out daily lunchtime supervision of pupils.	
Accountable to: Headteacher	
Immediately Responsible to: SENDCO	
Immediately Responsible for:	
Relationships: (Internal and External) Governors/Headteacher/Teachers/Support Staff/Pupils	
Control of Resources:	
Duties/Responsibilities: SUPPORT FOR THE PUPIL • Use specialist (curricular/learning) skills/training/experience to support pupils • Assist with the development and implementation of Individual Education Plans. • Establish good working relationships with pupils, acting as a role model and setting high expectations. • Promote inclusion and acceptance of all pupils within the classroom • Encourage pupils to interact with others and work cooperatively with others and engage all pupils in activities. • Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure. • Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.	

SUPPORT FOR THE TEACHER

- Assist with the display of children's work
- Establish and maintain an appropriate learning environment with the teacher.
- Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activites 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 in agreed format with the teacher, contributing to reviews of systems/records as necessary.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Administer and assess routine primary tests and invigilate exams/tests.
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's direction.
- Provide general clerical/admin support eg.administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil learning styles and individual responses/needs.
- Implement local and national learning strategies eg literacy, numeracy, KS3 effectively utilising all alternative opportunities to support extended development.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support eg., curriculum/SEN specialism
- Determine the need for, prepare and maintain general and specialist equipment and resources.

SUPPORT FOR THE SCHOOL

- Assist in the training and development of classroom support staff including supervision of volunteers, trainees.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/aims/work of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain good order and keep pupils on task. Respond to pupils questions and generally assist pupils to undertake set activities.
- Undertake planned supervision of pupils out-of-school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.
- To carry out daily lunchtime supervision of pupils.