



Job title: Teaching Assistant Level 3

Salary / grade range	£22, 625-£24, 115 - Term Time Only
Location	Co-op Academy Broadhurst
Reports to	Headteacher

Purpose of role:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- To cover weekly PPA in at least one class
- To carry out a daily lunchtime duty

Key accountabilities (and specific duties / responsibilities):

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
4. Plan and evaluate specialist learning activities with the teacher, writing records as required
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Provide support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties
8. Provide support to pupils where English is not their first language.
9. Establish and maintain relationships with families, carers and other adults
10. Provide short term cover supervision of classes
11. Escort and supervise pupils on educational and out of school activities



- 12. Guide and support pupils in their personal, emotional and social development
- 13. Support pupils over the lunchtime period.
- 14. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- 15. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- 16. Prepare and present displays
- 19. Be committed to promoting and safeguarding the welfare of young children in line with the school's safeguarding policies.
- 20. Attend all training required including annual statutory training.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • Teaching assistant Level 3 or equivalent. 		A
Experience <ul style="list-style-type: none"> • Previous experience in a similar role • Experience in delivering and supporting the teaching of phonics 		A, I
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Knowledge and compliance with policies and procedures relevant to child protection and health and safety • An ability to fulfil all spoken aspects of the role with confidence through the medium of English • Good literacy and numeracy 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 		A, I



<p>role, and ability to apply this effectively in supporting teachers and pupils</p> <ul style="list-style-type: none">• 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• Understanding of roles and responsibilities within the classroom and whole school context• Understanding of effective teaching methods• Knowledge of how to successfully lead learning activities for a group or class of children• Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice		
<p>Personal Qualities</p> <ul style="list-style-type: none">• Good communication skills• 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• 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• Ability to use initiative• Ability to work effectively as part of a team• Caring and friendly nature		A, I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust



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recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.