Victorious Academies Trust
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Job Description Teaching Assistant Level 3 (April 2023)

JOB PROFILE NAME:	**Teaching Assistant Level 3 (TA3)**
LINE MANAGED BY:	**Middle Leader / Deputy Headteacher / Deputy Principal / Headteacher / Principal**
PROFESSIONALLY REPORTS TO:	**Middle Leader / Deputy Headteacher / Deputy Principal / Headteacher / Principal**

Purpose of the Job

The role of the Teaching Assistant is designed to work with Teachers to look after the social and educational development of pupils in terms of planning and supervising activities and will be able to advise parents of their children's progress from working closely with them during their education.
Overall assisting the teaching staff and supporting the pupils to succeed within their role and with their social skills. Ensure equality and opportunity for pupils to be given the ability to learn and develop with the aim of achieving outstanding status in terms of learning and education.
The role allows the teaching staff to deliver the curriculum with the support of the assistant to manage the volumes of pupils within a classroom, with the ability to give independent support to the pupils.

Key Objectives of the Job

The key objectives of this role are to plan and supervise activities and assist Teaching and other staff with the delivery of lessons and to support the children with their studies and progression, through building working relationships with the pupils.
Key objectives of the role include:

- Assist teaching staff to prepare classrooms for lessons and activities.
- Assist with school trips, events and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Supervise pupils' work and offer support where necessary.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.
- Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
- Undertake pupil record keeping as requested, e.g. taking registers.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to other Teaching Assistants and pupils in terms of behaviour and attitude.
- Assist the Class Teacher and other staff with planning.
- Cover for Teachers when appropriate in line with Trust and academy policy.
- Provide accurate feedback to Teachers.
- Support the delivery of curriculum.

Role Level Overview

The Job Holder is subject to general work instructions and direct supervision of progress and results. The Job Holder works within standardised work practices and procedures. The Job Holder is likely to be able to demonstrate procedural/systematic proficiency that may involve competence in the use of specialised equipment. The Job Holder's performance will have minimal direct impact on both plc and Business Group performance.
Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce. The post involves working with children and/or young people and is subject to Victorious Academies Trust's safer recruitment process.

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Operational Accountabilities

The Teaching Assistant is accountable to the Class Teacher and other senior staff in school and is responsible for:

Supporting the school

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Provide clerical and administration support to ensure the class is ready and effective including photocopying, typing, filing, inputting data, maintenance of resources, etc.

Teaching and learning

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the SENCO with the creation of individual learning plans for pupils.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.
- Assist the teaching staff with the delivery of a lesson.
- Manage learning for a group of individuals with limited supervision.
- Covering for staff as per the Trust and Academy policy
- Observe and assessing children and reporting to Teachers.

Communication and co-ordination

- Work closely with teaching staff, other TAs and the SENCO to close the attainment gap between individual pupils, groups of pupils, and their peers.
- Assist the SENCO in the production of a timetable that ensures pupils are not repeatedly missing the same lesson to join interventions.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
- Assist in arranging extra time and access arrangements, as appropriate, where external examinations or tests are administered.
- Maintaining records and sharing progress information where necessary with parents.
- Support the parents of the pupils where appropriate in ensuring effective pupil feedback.
- Provide feedback to pupils and devise effective reward strategies.

Professional development

- Participate in training and other professional development as required.
- Provide the school with feedback on any training or professional development undertaken.
- Report professional development progress to an assigned mentor and set goals for further professional development.

Financial Accountabilities

Has awareness of cost as applicable to tasks performed.

People Accountabilities

- Not typically responsible for supervising others- if they do, spends more than 80% of time as a team member rather than supervisor.
- Not responsible for the development of other staff.
- Responsible for ensuring pupil safety, behaviour and creating a sound environment for learning.

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Knowledge and Applied Skills
• Experience of working in an education establishment. • Excellent communication skills. • Organised. • Good IT and office skills. • The ability to motivate and encourage children of all ages and backgrounds. • The ability to remain calm and patient. • Good numeracy and literacy skills. • Confidentiality and Data protection awareness. • The ability to control the classroom environment in terms of pupil behaviour and support. • Experience of working in an education environment. • Experience of working with children.
Additional Role Information
This role may include working in the academies before or after school provision, supporting clubs before or after school, supporting individual pupils with their reading, supporting individual pupils on a 1:1 basis or supporting SEN pupils, supporting school visits and field trips, assisting with pupils' personal needs, supporting speech and language.

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Educational Attainment	• Two or more GCSEs at grades 9 to 3 or equivalent, including English and maths. • NVQ 3 / TA status or equivalent qualification or experience in relevant area.	• Evidence of further training/ Development • First Aid qualification • Safeguarding qualification	• Application form • Certificates • Interview
Work Experience	• Experience of working with children across the primary age range. • Experience of working with pupils with additional needs, • Experience of record keeping and monitoring. • Effective oral and written communication skills. • Demonstrable levels of numeracy and literacy. • Excellent communication skills. • Effective problem-solving skills. • The ability to remain calm under pressure. • The ability to be proactive in seeking solutions. • The ability to work with pupils in a professional manner. • Experience of working across all year groups.	• Experience of whole class teaching.	• Application form • Interview • References

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Attributes	Essential	Desirable	Method of Assessment
	• Experience of leading small groups of pupils or as 1:1 support. • Experience of adapting to pupils needs to developing schemes of work •		
Knowledge/ Skills/ Aptitudes	• Effective use of ICT to support learning. • Use of other technology equipment – PC, video, photocopier etc. • Understanding of relevant polices/codes of practice and awareness of relevant legislation. • Understanding of national/foundation stage curriculum and other basic learning programmes / strategies. • Understanding of child development and learning. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Excellent numeracy/literacy skills.	• Training in the relevant learning curriculum development	• Interview • References
Disposition	• Work constructively as part of a team or independently, understanding classroom roles and responsibilities and your own position within these. • Dedicated to their practice. • Punctual and professional. • Ability to relate well to children and adults. • Able to maintain successful working relationships with colleagues. • Reliable and able to be flexible in their approach to work. • Positive and engaging. • Able to plan and take control of situations. • Capable of handling demanding workload and successfully prioritising work. • Empathetic to those who face barriers to their learning. • Patient with pupils who take longer to understand information. • Ability to relate well to children. • Committed to the principles of equality and diversity. • Flexible approach to work.		• Interview • References

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Attributes	Essential	Desirable	Method of Assessment
Circumstances	• Enhanced clearance from the Disclosure and Barring Service.		• DBS check • Disqualification by Association declaration • Application form