Teaching Assistant Level 3
Job Description and Person Specification

PURPOSE OF THE POST

- To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher.
- To support learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
- Work will involve assisting the teacher in the management and preparation of resources. Supervision of whole classes during the short-term absence of the teacher.

DUTIES AND RESPONSIBILITIES

Support for the Pupil

- Use specialist (curricular/learning) skills/training/experience to support SEND pupils with diverse, severe learning needs and challenging behaviours.
- Follow specialist therapy programmes to ensure the needs of individual pupils are met e.g., OT plans, physio plans, speech and language plans, feeding programmes.
- Using specialist knowledge and skills contribute to the development and implementation of individual Curriculum and/ or Behaviour programmes including sensory diets.
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance within the classroom.
- Encourage pupils to interact with others and work co-operatively 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 and achievement under the guidance and direction of the teacher.
- To explain targets, simplify explanations and encourage pupils to use appropriate educational terminology when talking about targets.
- To be trained to use positive handling techniques and implement teaching programmes as necessary.

- Support pupils during breaks from teaching activities.

Support for the Teacher

- Create displays of children's work whilst liaising with the teacher responsible.
- 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 activities 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 access routine 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 e.g., administer coursework, produce worksheets for agreed activities, etc.
- Support curriculum coordinators in the development and maintenance of resources.
- Plan, prepare and deliver individual/group learning activities e.g., friendship groups, social stories, 1-1 mentoring.
- Help the teacher devise suitable learning targets for the pupils included.

Support for the Curriculum

- Supervision of whole classes during the short-term absence of the teacher.

Teaching Assistant Level 3
Job Description and Person Specification

- Delivering specific areas of curriculum to individual, small groups – whole class.
- Implement agreed learning activities/teaching programmes, differentiating between the activities according to pupil learning styles and individual responses/needs.
- Implement local and national learning strategies e.g., literacy, numeracy effectively utilising all alternative opportunities to support pupil development.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Assist pupils to access learning through specialist support e.g., curriculum/SEND specialism.
- Select and prepare required resources necessary to lead learning activities, considering pupil's interests, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/ resources/ equipment.
- Access appropriate training e.g., Team Teach, PECs, Signalong and individual communication aids.

Support for the Teaching/Group Class

- Establish constructive relationships/partnerships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Assist in the training and development of classroom support staff, including mentoring new staff.
- 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 differentiation and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/aims/work of the school.
- 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.
- Prepare a bank of teaching and learning activities for cover lessons.
- Act as a cover supervisor, supervising whole classes occasionally during the short-term absence of teachers. Deliver learning activities, maintain good order and keep pupils on task. Respond to pupils' questions and generally assist pupils to undertake set activities.

- Supervise pupils on visits, trips and out of school activities as required.
- Transport pupils as appropriate subject to MIDAS training if using the school minibus.

Support for the School

- Undertake home visits to support pupils and families. Liaise with parents/carers to help maintain good relationships between pupils, school and parents.
- Manage the behaviour of pupils off site in establishments outside of the school e.g. local colleges. Undertake lunchtime supervision.
- Carry out baseline assessments/testing on new pupils to ascertain educational ability of pupil and pass results to the teacher.
- Use Team Teach de-escalation strategies in a highly effective manner.
- Use Team Teach positive handling appropriately in line with training.
- Undertake planned supervision of pupils out of school hours learning activities e.g., residential.
- Attend Awards' Evening and Parents' Evenings as directed with appropriate adjustments in hours.
- Carry out risk assessments on pupils to ascertain if a pupil is safe to be in a particular learning environment e.g., Educational Visits. Staff to go on Risk Assessment course where needed.
- Assist with whole school organisation for e.g., transport, lunch duties.
- Administer medication to pupils in line with the Medical Policy of the school.
- Attend meetings as appropriate.
- Take minutes of meetings as required.
- Assisting with transporting pupils as needed e.g., escorting to bespoke provision.
- Attend staff/development meetings at school, as required.
- Undertake administrative tasks as necessary.
- Provide logs, visit records and contribute to reports.
- Attend meetings on pupils in schools.

Teaching Assistant Level 3
Job Description and Person Specification

CORE RESPONSIBILITIES AND DUTIES

- Ensure that you understand and comply with the trust Health and Safety policy by following the relevant procedures that are in place.
- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.
- Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

Teaching Assistant Level 3
Job Description and Person Specification

CRITERIA	**Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

ESSENTIAL	DESIRABLE
• NVQ level 3 in Supporting Teaching and Learning and/or 'A' Level in English, Maths or ICT or currently working towards one of these qualifications. • GCSE A* - C in English, Maths and ICT or Level 2 Key Skills qualification in English, Maths and ICT. • To have experience of covering the class in absence of the class teacher, being able to deliver a range of learning activities and direct other staff and pupils appropriately or to be able to show through observation that you are able to do this. • To be able to follow a lesson plan and deliver a lesson from a plan using your own working knowledge of the National Curriculum and your Literacy, Numeracy and ICT skills. • Significant experience in an education setting with pupils with special educational needs.	• Degree in relevant subject.

CRITERIA	**Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:

- Ability to work effectively within a team environment, understanding classroom roles and responsibilities.
- Ability to build effective working relationships with all pupils and colleagues.
- Ability to promote a positive ethos and role model positive attributes in all aspects of school life (dress, attitude, attendance and punctuality).
- Excellent numeracy, literacy and ICT skills to support learning and utilise these skills to develop appropriate learning activities.

Teaching Assistant Level 3
Job Description and Person Specification

Person Specification

• Understanding and working knowledge of the national curriculum and other learning programmes (within specified age range / subject area) e.g., knowledge of core subject areas, use of ICT across the curriculum etc. • Working knowledge of relevant policies/codes of practice/legislation relevant to the post.	
CRITERIA	**Personal style and behaviour:** In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:
ESSENTIAL	
• Able to provide for continuity and consistency for a group of pupils in your care. • An understanding of the use of appropriate resources to aid progress. • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements. • Establish constructive relationships with parents and carers. • Able to improve their own practice through observations, evaluations and discussion with colleagues and be involved in the professional review process. • Ability to direct the work and practice of other staff where appropriate.	