# Job Description

**POST:** Level 3 Teaching Assistant

**SALARY:** SCP 13-17 Plus Local Government Pension Scheme

**LOCATION:** Oasis Academy Limeside

**WORKING PATTERN:** Part-time 18 hours per week, term time only

**DISCLOSURE LEVEL:** Enhanced

## JOB PURPOSE:

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff. To develop the provision for children who do not have English as their first language.

## KEY TASKS:

**Support for Pupils**

1. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
2. Supervise and provide particular support for pupils, including those with special needs and EAL, ensuring their access to learning resources.
3. Ensure pupils' safety, welfare and personal hygiene. (Basic First aid to be included where appropriate).
4. Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
5. Support the implementation of IEPs, Behaviour Plans, EHC plans, personal care programmes, curriculum planning and assessment.
6. Promote self-esteem and independence amongst pupils.
7. Provide feedback to pupils on their progress and achievement under the guidance of a teacher, in line with school policy. Evaluate learning and provide feedback to the teacher / parent / agency as needed.
8. Be able and willing to undertake cover supervision for the teacher occasionally.
9. Monitor, assess, record and report achievements, progress and development.
10. Support other members of staff by sharing EAL strategies to improve progress and understanding.
11. Forge relationships with home and support parents in understanding the progress and development of their child.

**Support for Teachers**

1. Promote excellent pupil behaviour, dealing promptly with conflicts in line with school behaviour policies
2. Establish constructive relationships with parents and carers, promoting the School's home/school liaison policy.
3. Assist the teacher with the preparation of teaching and learning materials and resources.
4. Undertake structured and agreed learning activities / programmes, being aware of pupil learning styles. Adjust activities according to pupil responses / needs.
5. Work with pupils on programmes linked to local and national curriculum and learning strategies e.g. literacy, numeracy, early years, recording achievement, progress and feeding back to the teacher
6. Monitor pupils' responses to learning activities and achievement as directed.
7. Provide detailed feedback to teachers on pupils' achievement, progress, problems etc. as requested
8. Undertake pupil record keeping as requested
9. Assist with the collation of pupil reports as requested by the teacher. This may involve data input.
10. Support the effective use of IT in learning activities and develop pupils' competence and independence in its use.
11. Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
12. Assist with the display of pupils' work in the classroom and around school.
13. Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
14. Administer and mark routine tests
15. Provide clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock, administering coursework, production of work sheets for agreed activities.
16. Provide ad-hoc cover in the absence of the class teacher.

**Support for the School**

1. Be aware of and comply with policies relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
2. Contribute to the overall work, smooth running and ethos of the school
3. Appreciate and support the role of other people in the team.
4. Attend and participate in meetings as required
5. Improve one's own practice through training, self-evaluation and performance management.
6. Assist with the supervision of pupils out of directed lesson time, including before and after school and at lunchtime, within working hours.
7. Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher • Teaching and other staff in the School
    - Pupils
    - Parents/relatives/carers
    - Peripatetic services

- Educational Psychologists and other education or health care professionals
- Governors

**Safeguarding children and young people**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**
**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

# Person Specification
## Level 3 Teaching Assistant

**Our Purpose**

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally, and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

| | **Essential** | **Desirable** |
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| **Education & Qualifications** | • Level 3 qualification<br>• Early Years qualification<br>• GCSE English & Maths (A –C grade)<br>• Have undertaken training and have an excellent knowledge of the new primary curriculum, assessment strategies, planning and intervention programmes and phonics<br>• Willingness to undertake training in relevant learning strategies<br>• Have experience of working in a school setting and with children who have English as an additional language | • First Aid qualification<br>• Experience delivering a lesson.<br>• Experience in an EYFS setting. |
| **Knowledge and Experience** | • Working with or caring for children of a relevant age to those in the school<br>• Excellent understanding of a child's development and learning<br>• Experience of working with children with special educational needs and disabilities and those with EAL<br>• Understanding of the relevant policies/codes of practice/ and awareness of relevant legislation in the context of your role<br>• Excellent understanding of the national curriculum and other relevant learning programmes and strategies.<br>• Knowledge & experience of resources preparation to support learning programmes<br>• Understanding of assessment strategies, planning and | |

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| | experience of occasional whole class cover supervision | |
| **Skills & Abilities** | • To build effective working relationships with pupils & colleagues<br>• To liaise with parents to enhance better communication with families<br>• Effective use of IT to support learning<br>• Have excellent behaviour management skills<br>• To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these<br>• To promote a positive ethos & be a good role model<br>• To liaise sensitively & effectively with parents & carers, recognising your role in pupils' learning<br>• Understanding of inclusion and how it applies in a school setting<br>• To constantly improve own practice/knowledge through self-evaluation and learning from others<br>• Excellent knowledge and understanding of safeguarding and health and safety | |
| **Work Circumstances** | • To work flexibly as the workload demands<br>• Occasional out of hours working to support school functions<br>• This post is subject to Enhanced DBS and qualification checks | |