



Job Description

Job Description:	Teaching Assistant Level 3
Responsible to:	Executive Business Manager
Line Manager:	Pastoral Manager from relevant Key Stage
Grade:	G5
Hours:	Term time (190 days) + plus 1 week 35 hours
Conditions of Employment:	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose:	Under the direction of senior staff, teaching and pastoral operate as part of the staff team to support the learning/well-being/support programmes and the development of all learners whether it be in a general classroom setting or providing individual 1:1 support. To supervise whole classes when required in the short-term absence of a teacher and/or to provide support to teaching staff and students.

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

Main Areas of Responsibility:

- To supervise whole classes when required in the short-term absence of a teacher and/or to provide support to teaching staff and students.
- Under the direction of the teacher to implement learning activities for individual students and/or small groups.
- To support students with barriers to learning on a one to one basis, in a small group in or out of the classroom.
- To work with students on therapy or care programmes that are designed and supervised by a therapist/care assistant.
- To attend to pupils personal needs including toileting, hygiene, dressing, eating and giving minor medical support.
- To oversee distribution of books, equipment, worksheets as directed by the teacher.
- To communicate feedback to the teacher from the covered lesson to the teacher using forms as required.
- To manage the behaviour of students whilst they are undertaking work with them according to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To assist with the supervision of pupils out of lesson times, including before and after school, lunch and play times as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- To support and make use of the schools disciplinary and reward system.
- To undertake exam/test invigilation as required.
- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To undertake Health and Safety Training on areas within the designated work area.

Personal Attributes Required	Essential (E) Or Desirable (D)	Method of Assessment
Qualifications/Training 2 X GCSE's in English & Maths Grade C or above or equivalent level of qualification in both subjects - NVQ Level 2 Teaching Assistant qualification or comparable level of experience (minimum 2 years) - Willingness to undertake further relevant training - Willingness to undertake basic first aid	All Essential	A/I A/I I A/I
Experience - Previous experience of working with children of a relevant age - Experience of working with children with special educational needs	All Essential	A/I A/I
Knowledge and Understanding - Knowledge of how to use relevant equipment/resources including ICT packages - Knowledge and understanding of providing support to children with special educational needs - Understanding of the national/foundation stage curriculum and other basic learning programmes - Understanding of relevant policies, codes of practice and awareness of relevant legislation - Knowledge of Health and Safety - Understanding of the principles of child development and learning processes - Knowledge of the policies/codes of practice and awareness of relevant legislation	All Essential	A/I A/I A/I A/I A/I A/I

Personal Skills, Abilities and Competencies • Ability to use different approaches to deal with whole classroom and individual behaviour • Ability to converse with and relate well to pupils with communication difficulties • Ability to communicate with and relate well to parents/carers and other adults • Ability to work under supervision and as a team member • Ability to work in accordance with the schools health and safety policies • Ability to recognise own learning needs and seek further opportunities • Ability to deal with minor injuries	All Essential	A/I A/I A/I A/I A/I A/I
Legal Issues Legally entitled to work in the UK	E	A/I