**Oak Learning Trust**

**Job Description**

**Level 3 Teaching Assistant**

**Grade 2 (points 5 – 6 £18,795 - £19,171 pro rata)**

|  |  |
| --- | --- |
| Responsible to: | The Head of School / Assistant Head Teacher/SENDCo |
| Responsibilities: | To support teaching and learning across the school |

Purpose of Job

* To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

# Principal Responsibilities

* Providing support for pupils, teachers and the whole school as outlined below.

# Main Duties

Support for the Teacher

* Raising awareness to teaching staff of the strengths and problems of individual pupils.
* Assisting teaching staff in the monitoring, recording and evaluation of pupils progress, including providing feedback on observations undertaken.
* Assisting in the assessment of individual pupils.
* Liaising with the SENCO and teaching staff, to identify the needs of the pupils.
* Assisting in the preparation and review of I.E.Ps including co-ordinating relevant information for I.E.Ps
* Setting up and using equipment as required to maintain pupils’ needs and support their participation in learning tasks and activities.
* Providing support to teachers in developing effective approaches to manage behaviour and discipline problems, in line with the school’s behaviour policy.
* Raising the awareness of school staff to pressures on pupils which may result in behavioural problems.
* Assisting in the setting of behaviour targets.
* Assisting in compiling and maintaining pupils' records.
* Assisting in the review of the statement.
* Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
* Managing the planning and programming of specific educational activities for the pupils.
* Assisting with the literacy hour and daily mathematics lessons.
* Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.

Support for the Pupil

* Using specialist knowledge to support pupils.
* Working with pupils on individual targets set by a member of the teaching staff.
* Supporting all pupils in school.
* Supporting the reintegration of pupils in mainstream schools to access the curriculum either on an individual basis or as a member of a small group.
* Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.
* Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.
* Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.
* Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the school pupils.

Support for the School

* Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
* Liaising with educational and health specialists, and outside agencies as required.
* Supporting the senior management team in deployment and/or mentoring of TA trainee level and TA levels 1 and 2
* Assisting the school in promoting, developing and enhancing the five strands of Every Child Matters.
* Contributing to the whole School’s Self Evaluation process.

General Requirements

* Attending and participating in training and development activities as required.
* Participating in schemes of assessment, professional development and review.
* Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
* Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
* Being an effective role model for the standards of behaviour expected of pupils.
* Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.
* To have a positive approach and attitude to the school and learning.

**Professional Values and Practices**

* Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
* In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
* Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
* Reflecting upon and seeking to improve personal practice.
* Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
* Building and maintaining successful relationships with pupils, parents/carers and staff.

**Specific Duties**

* + To organise and run extra-curricular activities as required within directed hours – during pupil lunch period and at the beginning and end of the teaching day
	+ To comply with the Trust’s policies and procedure
	+ To comply with health and safety policies and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect yourself and others.

These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Executive Head Teacher and the Trust may determine from time to time.

**This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.**

**Oak Learning Trust safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board procedures.**