



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Teaching Assistant - Level 3

GRADE: Band 5

RESPONSIBLE TO: Head Teacher

Post holders will be expected to hold HLTA qualification or equivalent.

Overall Objectives of the Post:

To work with teachers as part of a professional team. The post will include planning, preparation and delivery of lessons in Foundation Stage, Key Stage 1 or Key Stage 2, taking responsibility for whole class learning under the professional direction of a teacher. In addition the role will include monitoring and assessing, recording and reporting on pupil achievement. Sound knowledge of the effective use of ICT to support learning is necessary to the post. You will lead and manage the running of a breakfast club. Start time will be 7.45am.

Key Tasks of the Post:

1. Working in partnership with the class teacher you will be required to. You will:

- Organise and manage an appropriate learning environment.
- Work with the teacher to plan challenging teaching and learning objectives.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives.
- Provide objective and accurate feedback to class teachers.
- Record progress and achievement in lessons and provide evidence of level of progress and attainment.
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self-control and independence.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievements, etc.
- Undertake with teaching staff smooth transition between educational phases.

2. You will be required to work as an integral part of the teaching team. You will:

- Work with the teaching team to use detailed knowledge and specialist skills to plan and deliver lessons to progress pupils' learning within a whole class, group or individual learning environment.
- Work closely with the teaching team to monitor, assess, record and report on pupil achievement.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Be responsible for the mentoring/supervision of students.
- Promote the inclusion and acceptance of all pupils within the classroom.

- Support pupils consistently whilst recognising and responding to their individual needs.
- Be a member of the management planning team as appropriate to the area of responsibility.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Participate in all relevant school functions in normal hours include appropriate inset and staff meetings.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils and teaching team in relation to progress and achievement.
- Be responsible for additional specified areas relating to the smooth running of the school, organising, leading and overseeing a breakfast club.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to delivery learning activities, taking account of pupils' interests and language and cultural backgrounds.

3. You will provide support to the general school aims. You will:

- Comply with policies and procedures relating to child protection and safeguarding, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with others, agencies/professionals, in liaison with the teacher to support achievement and progress of pupils.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Hours of Work:

The working week for a full time member of staff will be 37 hours per week Monday to Friday. Part time staff will be paid on a pro-rotas basis according to the number of sessions worked.

Reference: DB/CL

Date: 7.10.19