

Job Profile

Teaching Assistant Level 3 Grade E

School: Highfield Community Primary School

Line Manager: Mr Steve Thompson

Job Purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers and will need to respond to questions and generally assist pupils to undertake set activities. The primary focus will be to maintain good order and to keep pupils on task

The key roles of this post will generally include:

1. Providing support for pupils by

1. Using specialist (curricular/learning) skills/training/experience to support pupils
2. Assisting with the development and implementation of IEPs
3. Establishing productive working relationships with pupils, acting as a role model and setting high expectations
4. Promoting the inclusion and acceptance of all pupils within the classroom
5. Supporting pupils consistently whilst recognising and responding to their individual needs
6. Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities
7. Promoting independence and employ strategies to recognise and reward achievement of self-reliance
8. Providing feedback to pupils in relation to progress and achievement

2. Providing support for the teacher by

9. Working with the teacher to establish an appropriate learning environment
10. Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
11. Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
12. Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
13. Being responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
14. Undertaking marking of pupils' work and accurately record achievement/progress
15. Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
16. Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
17. Administering and assess routine tests and invigilate exams/tests
18. Providing general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

3. Providing support for the curriculum by

19. Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
20. Implementing local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
21. Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
22. Helping pupils to access learning activities through specialist support
23. Determining the need for, prepare and maintain general and specialist equipment and resources

4. Providing support for the school by

24. Be committed to the safeguarding and promotion of the welfare of children and young people.
25. Being aware of and complying with policies and procedures relating to child protection, behaviour, anti bullying, anti racism, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
26. Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
27. Contributing to the overall ethos/work/aims of the school
28. Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
29. Attending and participate in regular meetings
30. Participating in training and other learning activities as required
31. Recognising own strengths and areas of expertise and use these to advise and support others
32. Providing appropriate guidance and supervision and assist in the training and development of staff as appropriate
33. Undertaking planned supervision of pupils' out of school hours learning activities
34. Supervising pupils on visits, trips and out of school activities as required
35. Such other responsibilities allocated which are appropriate to the grade of the post

Knowledge and Qualifications

Essential

Knowledge of:

- The effective use of ICT to support learning - computer, video, photocopier
- Good understanding of the principles of child development and learning processes
- Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies

Qualifications:

- Good numeracy/literacy skills
- NVQ Level 3 for Teaching Assistants, equivalent qualification (NNEB)
- Training in relevant learning strategies and specialist knowledge in a particular curriculum area

Experience:

- Working with children of relevant age
- Basic clerical work

Desirable

Knowledge of:

- Awareness of relevant legislation relating to child protection
- Understanding of classroom roles and responsibilities

Qualifications:

- Full First Aid Qualification

Experience of:

- Clerical duties, report writing
- Supervising small groups of children
- Counselling
- Working with children with additional needs
- Working in Early Years