

The best you can be in all that you do



Penns Primary School

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Head Teacher: Mrs H. Lowe

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Teaching Assistant Level 3

Job Description

Grade: GR3

1. Job Purpose

- 1.1 This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- 1.2 To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

2. Key Responsibilities

Support for pupils (either individually or in groups)

- 2.1 Support the activities of individuals or groups
- 2.2 Establish and maintain relationships with individual pupils and groups.
- 2.3 Contribute to individual Education Plans as appropriate.
- 2.4 Support pupils during learning activities.
- 2.5 Promote pupils' social and emotional development.
- 2.6 Contribute to the health and well-being of pupils.
- 2.7 Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- 2.8 Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or

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learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.

2.9 Support pupils with literacy and numeracy skills

2.10 Support pupils to access the curriculum.

2.11 To support the learning and development of children, including assisting with their personal care needs in a safe, dignified, and respectful manner, ensuring their well-being and promoting independence wherever possible.

Support for the teacher(s)

2.12 Observe and report on pupil performance

2.13 Contribute to the planning and evaluation of learning activities.

2.14 Assist in preparing and maintaining the learning environment.

2.15 Contribute to the management of pupils' behaviour.

2.16 Contribute to maintaining pupils' records

2.17 Support the maintenance of pupils' safety and security.

2.18 Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson

2.19 Undertake routine marking in line with school policy

2.20 Provide general administrative support, for example, administer coursework, produce worksheets etc.

2.21 Undertake joint home visits as appropriate and in line with LEA policy

Support for the school

2.22 Support the development and effectiveness of team work within the school environment

2.23 Develop and maintain working relationships with other professionals

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2.24 Liaise with parents as appropriate

2.25 Review and develop own professional practice

2.26 Work as required across the curriculum and in all Key Stages within the school in accordance with the job

Support for the curriculum

2.27 Support the use of information and communication technology in the classroom

General

2.28 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.29 To ensure their tasks are carried out with due regard to Health and Safety

2.30 To participate in appropriate professional development including adhering to the principle of performance management.

2.31 To adhere to the ethos of the school

2.31.1 To promote the agreed vision and aims of the school

2.31.2 To set an example of personal integrity and professionalism

2.31.3 Attendance at appropriate staff meetings and parents evenings

2.32 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

Supervising Officer's Job Title: **Head Teacher**

3.1 Level of supervision:

~~1. Regularly supervised with work checked by supervisor~~

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2. Left to work within establishment guidelines subject to scrutiny by supervisor

~~3. Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

| Post Title | Grade | No of Posts | Level of Supervision (as in 3.2 above) |
|------------|-------|-------------|--|
| | | | |

5. Special Conditions

5.1 See the Education (Specified Work and Registration England) Regulations 2003 and Guidance for schools on Cover Supervision. Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development needs of the staff member.

Person Specification

Method of Assessment (MOA)

| | | | | |
|---------------------|---------------|-------------|--------------------|----------------|
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |
|---------------------|---------------|-------------|--------------------|----------------|

| Criteria | Essential | MOA |
|---|--|--------|
| Education/Qualifications NB: Full regard must be paid to overseas qualifications. | NVQ Level 3 for Teaching Assistants or equivalent | AF/C |
| Experience Relevant work and other experience | Experience of supporting children in a classroom environment, including those with special educational needs | AF/I |
| | Experience of using Information Technology to support pupils in the classroom | AF/I |
| Skills & Ability e.g. written communication skills, | *Delete if not applicable | AF/I/T |
| | *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 | AF/I |

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| | | |
|-----------------|---|------|
| | Ability to work effectively and supportively as a member of the school team Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities | |
| Training | Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge | AF/I |
| Other | Willingness to maintain confidentiality on all school matters. | AF/I |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Signed: _____ Head Teacher

Signed: _____ (Post holder)

Date: _____

Reviewed by: _____