



JOHN WILLMOTT SCHOOL

Teaching Assistant Grade 3

Job Description

Grade	:	GR3 (Salary £19,238.48 – £24,716.72 pro rata)
Hours	:	Monday to Friday, 36.5 hours per week term time only
Line Management	:	SENCO / Inclusion Manager

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 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 Support with access arrangements at the direction of the SENCO
- 2.12 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

Support for the teacher(s)

- 2.13 Observe and report on pupil performance
- 2.14 Contribute to the planning and evaluation of learning activities.
- 2.15 Assist in preparing and maintaining the learning environment.
- 2.16 Contribute to the management of pupils' behaviour.
- 2.17 Contribute to maintaining pupils' records
- 2.18 Support the maintenance of pupils' safety and security.
- 2.19 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
- 2.20 Undertake routine marking in line with school policy
- 2.21 Provide general administrative support, for example, administer coursework, produce worksheets etc.
- 2.22 Undertake joint home visits as appropriate and in line with LEA policy

Support for the school

- 2.23 Support the development and effectiveness of team work within the school environment
- 2.24 Develop and maintain working relationships with other professionals
- 2.25 Liaise with parents as appropriate
- 2.26 Review and develop own professional practice
- 2.27 Work as required across the curriculum and in all Key Stages within the school in accordance with the job

Support for the curriculum

- 2.28 Support the use of information and communication technology in the classroom

General

- 2.29 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.
- 2.30 To ensure their tasks are carried out with due regard to Health and Safety.
- 2.31 To be responsible for basic first aid.
- 2.32 To participate in appropriate professional development including adhering to the principle of performance management.
- 2.33 To adhere to the ethos of the school
 - 2.33.1 To promote the agreed vision and aims of the school
 - 2.33.2 To set an example of personal integrity and professionalism
 - 2.33.3 Attendance at appropriate staff meetings and parents evenings
- 2.34 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

- 3.1 Supervising Officer's Job Title: SENCO / Inclusion Manager
- 3.2 Level of supervision:
Left to work within establishment guidelines subject to scrutiny by supervisor

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)
None	N/a	n/a	n/a

5. Special Conditions

- 5.1 None

6. Review and amendment

- 6.1 Annual review of this job description will take place under Performance Management.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

SIGNED:Postholder

.....**Headteacher**

.....**Date**

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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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 Experience of using Information Technology to support pupils in the classroom	AF/I AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	A good standard of education particularly in English and Mathematics Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment Knowledge of SEN Code of Practice Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils	AF/I/T AF/I AF/I AF/I

	<p>Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher</p> <p>Ability to consistently and effectively implement agreed behaviour management strategies</p> <p>Ability to use language and other communication skills that pupils can understand and relate to</p> <p>Ability to establish positive relationships with pupils and empathise with their needs</p> <p>Ability to demonstrate active listening skills</p> <p>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs, encouraging the pupils to stay on task</p> <p>Ability to monitor the pupils’ response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</p> <p>Ability to carry out and report on systemic observations of pupils’ knowledge understanding and skills</p> <p>Ability to assist in the recording of lessons and assessment as required by the teacher</p> <p>Ability to offer constructive feedback to pupils to reinforce self-esteem</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
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	<p>Ability to work effectively and supportively as a member of the school team</p> <p>Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
Training	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	AF/I
Other		

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