

# Job Profile

## Teaching Assistant (Level 3) Grade E

**School: Heworth  
Grange**

**Line Manager:  
SENDCo**

### Job Purpose

To work under the guidance of SENDCo/ 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:

### Providing support for pupils by

1. Support students with their learning, including students with special educational needs  
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. Build and maintain successful relationships with students, treating them consistently, with respect and consideration.
4. Promoting the inclusion and acceptance of all pupils within the classroom
5. Supporting pupils consistently whilst recognising and responding to their individual needs either one-to-one or small groups
6. Encouraging pupils to interact and work co-operatively with others and engage all pupils in Activities, give positive support to students to enable them to become independent learners within their own ability
7. Assist students with physical needs and look after students who are sick or upset as required
8. Promoting independence and employ strategies to recognise and reward achievement of self-reliance
9. Providing feedback to pupils in relation to progress and achievement
10. Communicate effectively and sensitively with students to support their learning
11. Help develop students' study and organisational skills
12. Help keep students on task and help to build motivation

### Providing support for the teacher by

13. Working with the teacher to establish an appropriate learning environment
14. Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
15. Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
16. 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

17. Being responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
18. Undertaking marking of pupils' work and accurately record achievement/progress
19. 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
20. 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
21. Prepare for, attend and contribute to IEP, SEND and other review meetings if required by the SENDCo and where appropriate; prepare reports for and attend annual reviews, provide information exchange about students' performance or other events regarding behaviour or learning
22. Administering and assess routine tests and invigilate exams/tests
23. Providing general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
24. Use behaviour management strategies in line with the school's policy and procedures

### **3. Providing support for the curriculum by**

25. Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
26. 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
27. Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
28. Helping pupils to access learning activities through specialist support
29. Determining the need for, prepare and maintain general and specialist equipment and resources

### **13. Providing support for the school by**

30. 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
31. Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
32. Contributing to the overall ethos/work/aims of the school
33. Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
34. Attending and participate in regular meetings
35. Participating in training and other learning activities as required
36. Recognising own strengths and areas of expertise and use these to advise and support others
37. Providing appropriate guidance and supervision and assist in the training and development of staff as appropriate
38. Undertaking planned supervision of pupils' out of school hours learning activities
39. Supervising pupils on visits, trips and out of school activities as required
40. 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

