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Newham Bridge Primary School

Level 3 Teaching Assistant

Responsible to: Headteacher

**JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST**

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| LEVEL 3 - To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups. 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. The primary focus will be to maintain good order and to keep pupils on task.  |
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| SUPPORT FOR PUPILS |
| * Use specialist (curricular/learning) skills/training/experience to support pupils
* Assist with the development and implementation of IEPs
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to pupils in relation to progress and achievement
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| SUPPORT FOR THE TEACHER |
| * Work with the teacher to establish an appropriate learning environment
* Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
* Undertake marking of pupils’ work and accurately record achievement/progress
* Promote positive values, attitudes and good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior
* Liaise 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
* Administer and assess routine tests and invigilate exams/tests
* Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
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| SUPPORT FOR THE CURRICULUM |
| * Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
* Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Help pupils to access learning activities through specialist support
* Determine the need for, prepare and maintain general and specialist equipment and resources
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| **SUPPORT FOR THE SCHOOL** |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all 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 other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attend and participate in regular meetings
* Participate in training and other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Undertake planned supervision of pupils’ out of school hours learning activities
* Supervise pupils on visits, trips and out of school activities as required
* Undertake break and lunchtime duties
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| **PERSON SPECIFICATION: L3 TEACHING ASSISTANT** |
|  |  Essential | Desirable | Measured by |
| **Qualifications &****Training** | \* Educated to GCSE English and Maths standard\* NVQ 3 for Teaching Assistants or equivalent qualification or experience\* Training in the relevant strategies. | \* First Aid Qualification\* Professional qualifications to compliment the role eg: SEND | A/QA/QA/Q |
| **Experience** | \* Experience in working with children of relevant age (Key Stages 1 and 2) to support learning and progress.\* Collaborative working within a team | \* Experience of supporting pupils with a range of needs | A/I |
| **Knowledge and Understanding** | \* Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation\* Committed to safeguarding and promoting the welfare of children and young people\* Understand areas of learning: English Maths, SEND\* Use of IT equipment and learning technologies\* Understanding of principles of child development and learning processes\* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | \* Understanding of curriculum\* Experience of leading small group work supporting social and emotional wellbeing | A/I |
| **Skills** | \* Well developed inter-personal skills\* Use ICT effectively to support learning\* Inter-personal skills to be able to relate well to a wide range of people. | \* Good IT skills for learning and administrative requirements | A/IA/II |
| **Personal****Characteristics** | \* Ability to relate well to children and adults\* An enthusiastic approach to working with children\* Ability to motivate children and engage them with their learning\*Ability to work flexibly, responding to pupil needs\* Reliability and Integrity\* Humour and resilience |  | IA/I |

Measured by ….A: Application form/Letter Q: Qualification check I: Interview