

Job Description

Post title	Teaching Assistant
Grade	3
Location	Belmont Community School
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure

Description of role

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all students. To encourage the participation of students in the social and academic processes of the school, and enable students to become more independent learners.

To undertake work/care/support programmes to enable access to learning for students and to assist the teacher in the management of students and the classroom.

Duties and Responsibilities

- Support for students, Teachers and the Curriculum Work in partnership with teachers and other professional agencies to provide effective support with learning activities
- Awareness of and work within school policies and procedures
- Support students to understand instructions, support independent learning and to promote the inclusion of all students
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing
- feedback to the teacher on student progress
- Support the teacher in behaviour management and keeping students on task based on
- the expectations for individual students
- Under the guidance of a teacher monitor, assess and record student progress/activities
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements
- Support students in their social development and their emotional well-being, reporting
- problems to the teacher as appropriate
- Support students with SEND needs as appropriate
- Share information about students with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures
- Contribute to students plans and reports
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Work with students not working to the normal timetable using Teacher's planning.
- Undertake student record keeping and maintenance of records as requested
- Invigilate examinations and tests
- Provide cover to supervise a class and/or small group on an unexpected non-timetabled basis only

- Assist in escorting and supervising students on educational visits and out of school activities
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant
- Maintain a clean, safe and tidy learning environment
- Support children's learning through play and planned learning activities
- Support students in developing and implementing their own personal and social development
- May be asked to administer medications subject to agreement and in line with school policy
- Assist students with eating, dressing and hygiene, as required, whilst encouraging independence
- Provide basic first aid, if appropriate, ensuring timely referral to the health service in emergency situations
- Monitor and manage stock and supplies for the classroom.
- Support for the School

Organisational Responsibilities

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person
- Show a duty of care to students and staff and take appropriate action to comply with health and safety requirements at all times
- Be aware of and support difference and ensure that all students have access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.



Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Good written and spoken English- Grade 4 or above in both English and Maths ● Confident use of ICT ● A teaching assistant qualification at NVQ Level 3 OR Relevant qualifications at ● NVQ Level 3 in Early Years or Childcare/Foundation 	<ul style="list-style-type: none"> ● First Aid qualification
Experience	<ul style="list-style-type: none"> ● A general understanding of classroom roles and responsibilities. 	<ul style="list-style-type: none"> ● Some experience of working with children/ young people in an educational setting.
Skills and Knowledge	<ul style="list-style-type: none"> ● Ability to communicate, verbally and in written form, with children, parents, carers and colleagues ● Ability to work as part of a team. 	<ul style="list-style-type: none"> ● Supported groups of children in organised activities.
Personal Qualities	<ul style="list-style-type: none"> ● Enjoys working with young children ● Is patient ● A commitment to Equal Opportunities. ● Shows an enthusiasm for professional development. 	<ul style="list-style-type: none"> ● Experience of running groups under the teacher's supervision ● Willingness to be involved in extra-curricular activities.