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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 |
| 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. |
| 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 |
| **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/Q  A/Q  A/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/I  A/I  I |
| **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 |  | I  A/I |

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