

Teaching Assistant (Level 3)

Salary / grade range	Grade 4 (SCP 9 - 17)
Allowance	SSENA
Location	Co-op Academy Failsworth
Reports to	Senior Director of Business & HR / SENCO
Hours of Duty	Term time only + 5 additional Days (to be worked on Inset Days / evenings) Part Time hours - 32 hrs 30 mins per week (32.5) 8.15am – 3.15pm Monday – Friday (½ hour unpaid lunch break)

Purpose of role:

To work under the guidance of designated 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 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, responding to questions and generally assisting pupils to undertake set activities.

Key accountabilities (and specific duties / responsibilities):

Support Pupils

- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Supervise, assist and support pupils, including those with special needs, to access learning activities, through your knowledge of the curriculum and knowledge of how pupils learn.
- The role may include supporting and implementing pupils' personal programme, including social, health, physical, hygiene, and welfare matters. The pupil may also need assistance to access different areas of the school. Following appropriate training and in line with school procedures, to administer basic first aid and/or medication as required.
- Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use.
- Contribute to the development and implementation of Individual Education Plans and Behaviour

Plans.

- Promote self esteem and independence, and employ strategies to recognise and reward achievement of self-reliance.
- Provide specific feedback in discussion with pupils on their progress and achievement, in line with school policy.

Support for Teachers

- Promote positive values, attitudes and good pupil behaviour. Deal promptly with conflicts and incidents whilst encouraging pupils to take responsibility for their own behaviour, in line with established school policies.
- Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/ meetings with parents under direction from a teacher.
- Work with the teacher to plan and implement lessons/activities, evaluating and adjusting lesson work / plans according to pupils' learning styles and individual needs and to meet predetermined learning objectives.
- Contribute to the setting up and on-going delivery of local and national learning strategies, e.g. literacy, numeracy, KS3, effectively utilising all alternative opportunities to support extended development of pupils' skills.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives. Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring availability of appropriate evidence.
- Undertake routine marking of pupils' work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation. Invigilate tests and examinations as required.
- Be responsible for keeping and updating records in a format agreed with the teacher, contributing to reviews / systems of records and systems as necessary.
- Collate pupil reports in liaison with the teacher, inputting data as required.
- Create and maintain an appropriate learning environment in liaison with the teacher.
- Assist with the display of pupils' work.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Provide clerical support for teachers, e.g. photocopying, filing, record-keeping, collecting money, checking of deliveries and placing goods in stock and. maintaining records of stock; administering coursework, production of work sheets for agreed activities.

Support for the School

- To support others within the classroom and the School, contributing to the achievement of School objectives by working as part of a team.
- Assist with activities outside the classroom, working as part of a team to oversee pupils and support Activity Leaders, e.g. Breakfast Club or accompanying to swimming lessons. (If this is an agreed part of the working pattern)
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required.
- Act as cover, supervising whole classes occasionally, during short-term unforeseen absence of teachers. Maintain good order and keep pupils on task. Respond to pupils' questions and generally

assist pupils to undertake set activities.

Standard Duties:

- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school.
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.

Personal Attributes Required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable (D)'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications • NVQ 3 for Teaching Assistants or equivalent qualification or experience • Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework • Training in relevant learning strategies e.g. literacy/ Key Stage 3 and/or training in a particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc • Paediatric First Aid certificate (where appropriate)		A / I A / I A / I A / I
Experience • Experience of working with children in an educational setting who may have different individual needs and		A / I

learning styles ● Experience of preparing/contributing to resources to support learning programmes ● Experience of effectively using ICT and other technology such as digital recorders and photocopiers, and resolving straightforward problems in their operation		A / I A / I
Skills, Ability, Knowledge ● Interpersonal skills to build and maintain effective relationships with all pupils and colleagues ● Communication skills to liaise sensitively with parents and carers ● Creative skills to contribute to and adapt learning activities relating to the National Curriculum and other learning objectives ● To promote a positive ethos and good role model ● Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these ● To continually improve own practice/knowledge through self evaluation and learning from others ● Knowledge of relevant policies/codes of practice/ and awareness of relevant legislation and the responsibilities of the role within these for promoting pupils' welfare ● Knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies ● Understanding of the principles of child development and learning processes ● Understanding of equal opportunities and inclusion and how it applies in a school setting ● Knowledge of a Community language, e.g. British Sign Language, Urdu or Polish	D	A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I
Personal Qualities ● Commitment to personal development ● Be prepared to work flexibly at all times and occasionally outside office hours		I I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our



colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

	DATE	NAME	POST TITLE
PREPARED	Sept 2012	OMBC	Job Evaluation
REVIEWED			
REVIEWED			