



SS JOHN FISHER & THOMAS MORE
 ~ Roman Catholic High School ~

Job Description – Teaching Assistant - Level 3

POST TITLE:	Teaching Assistant 3
GRADE:	GRADE 6 (SCP 11 – 19) TERM TIME PLUS 5 INSET DAYS
RESPONSIBLE TO:	SENCO/HLTA
JOB PURPOSE:	The main objectives to be achieved by the Postholder
To work under the guidance of SENCO/HLTA/teaching staff/senior staff and within an agreed system of supervision, to implement agreed work/care/support programmes with individuals/groups, in or out of the classroom.	
MAIN ACTIVITIES:	What the Postholder will actually do What prescribed duties the Postholder will have
<p>Support for Pupils</p> <ul style="list-style-type: none"> – Supervise and provide support for pupils, particularly those with special educational needs and disabilities, ensuring their safety and access to learning activities – Assist with the development and implementation of cycles of “Assess, Plan, Do, Review” for pupils, and personal care programmes – Regularly check-in with pupils to create and update ILP’s which can then be shared with teaching staff – Establish constructive working relationships with pupil(s), acting as a role model and setting high expectations – Promote the inclusion and acceptance of all pupil(s) within the classroom. – Support pupil(s) consistently whilst recognising and responding to their individual needs – Encourage pupil(s) to interact and work co-operatively with others and engage pupil(s) in activities – Promote independence and employ strategies to recognise and reward achievement of self-reliance – Provide feedback to pupil(s) in relation to progress and achievement – Support pupils in social and emotional well-being, reporting problems to the teacher/SENCO/HLTA/pastoral staff, as appropriate – Support pupils at break times, lunch times, and after school clubs – Plan and run intervention groups around specific areas of need for small groups of pupils 	



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Support for the Teacher

- Work with the teachers to establish an appropriate learning environment
- Work with the teachers in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupil 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 teachers on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teachers and contributing to reviews of systems/records as requested
- Promote 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
- Liaise sensitively and effectively with parents/carers as agreed with the teacher/HLTA/SENCO within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed
- Complete Annual Review paperwork for pupils with EHCPs
- Attend meetings alongside the teacher/HLTA/SENCO with parents, including Annual Review meetings for pupils with EHCPs
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
- Offer support and guidance to other members of the Curriculum Support Department
- Support with the planning and delivery of SEND-specific CPD to be delivered to other members of staff in school

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement 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
- 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/HLTA/SENCO, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Provide administrative support to the Curriculum Support Department
- To undertake other duties, commensurate with the role
- Assist with the supervision of pupils in non-teaching times, including before and after school and at lunchtime
- To undertake cover supervision for whole classes if necessary

Additional support for Pupils

- Select and provide appropriate intervention the following areas:
 - Speech and language needs
 - Literacy booster and pupils with dyslexic characteristics
 - Pupils on the autistic spectrum including Asperger's Syndrome
 - Sensory difficulties like visual impairment and hearing impairment pupils
 - Pupils with coordination difficulties and inherited difficulties like Fragile X, Downs Syndrome, Dyspraxia etc.
 - Limited social, emotional control and mental health issues such as ADD and ADHD.
 - Numeracy difficulties including Dyscalculia
 - Support all access arrangements with the HLTA

Identify the Curriculum Area to be based in:

- English
- Mathematics
- Science
- Across the Curriculum



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Other

All employees are responsible for:

- Compliance with safety rules and procedure as laid down in their area of activity
- Ensuring that they take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- Using protective clothing or clothing as may be provided
- Reporting promptly all sickness, accidents, unsafe working conditions or practices and dangerous occurrences of which they are aware
- Co-operating with the Headteacher in the fulfilment of the objectives of the school Health & Safety policies

Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



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Person Specification

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Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p>Qualifications</p> <p>NVQ level 2 or above qualification –appropriate to the post (or equivalent) Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy</p>	<p>E D</p>	
<p>Experience</p> <p>Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour</p>	<p>E E D D/E</p>	
<p>Knowledge/skills/abilities</p> <p>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Knowledge of Early Years Foundation Stage Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work</p>	<p>E E E E E D D D E D D E D E</p>	



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<p>Other</p> <p>Commitment to undertake in –service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Satisfactory attendance record/commitment to regular attendance at work</p>	<p>E</p> <p>E</p> <p>E</p>	
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