

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Teaching Assistant Level Three	Post No: GEN09	Grade: HC5
<p>Organisational information:</p> <p>Responsible to: Headteacher</p> <p>Professionally responsible to: <i>(where appropriate)</i></p> <p>Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i></p> <p>Responsible for: No staff responsibilities</p> <p>Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal:</i></p> <p><i>External:</i></p>		
<p>Main Purpose of Job:</p> <p>To support, under the direction of the Headteacher and other designated teachers in the education, care and welfare of children.</p>		
<p>Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <ul style="list-style-type: none"> • To assist with the planning and preparation of materials and delivery of the curriculum. • To direct group activities within and away from the classroom. • To assist with the assessment of children's progress. • To assist with meeting medical, personal, social and behavioural needs. • To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports 		

DATA QUALITY

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

The postholder will carry out the duties of a Teaching Assistant (Level Two) and a majority of the following:-

- Support the ethos of the school and follow school routines and procedures.
- Undertake a programme of induction and attend in-service training within and outside school as directed by the Headteacher.
- Be aware of, and maintain, confidential issues as required.

Under the direction of the teacher and/or line manager to:

- Assist in the planning and delivery of designated areas of the curriculum (*for example Mathematics / English*).
- Support pupils in accessing and understanding lesson objectives.
- Support pupil's progress by keeping up to date with issues pertinent to the curricular area by continued professional development (*for example the National Numeracy Strategy approach to calculation*).
- Support the teacher in the identification and assessment of learning needs, adapting resources and delivery as appropriate.
- Support the teacher in the assessment, recording, and reporting of pupils' progress.
- Support the implementation of the school's behaviour policy.
- Direct group activities within and away from the classroom including:
 - implementing 'catch up' programmes with targeted groups (*for example Springboard, Additional Literacy Support*);
 - explaining and clarifying tasks;
 - modelling language use and extending pupil's explanations;
 - using questioning to probe understanding and to extend pupil's thinking; and
 - adapting resources to suit learning needs.
- Participate in the planning, delivery and evaluation of individual education plans with the teacher and SEN Co-ordinator.
- Assist in the planning, preparation and clearing away of resources necessary for the delivery of the curriculum, including IT.
- Promote the self-esteem, progress and independent learning of children.
- Provide regular feedback to the teacher and, where relevant, the SENCO on the participation and progress of pupils.
- Contribute to reviews of children's progress as required.
- Facilitate the inclusion of children with special educational needs and their access to the curriculum.
- Support, as directed, links between home and school.
- Liaise, as directed, with other professionals to support children's needs.
- Assist with the movement of pupils around the building and surrounding areas and with activities away from the classroom within and outside lesson time.

- Participate in general school activities including assembly, break and lunch-time activities, sports day, school visits etc. as required.
- Be aware of and promote children's general welfare and follow the school's health and safety procedures.
- Assist with the preparation and mounting of display materials.
- Carry out other duties as directed by the headteacher.
- To undertake designated administrative and clerical tasks, in order to support teaching and learning.
- Undergo review of duties and responsibilities according to the school's schedule.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature: Date:
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Date Job Description last reviewed:

October 2013

GENERIC PERSON SPECIFICATION – SCHOOLS

Job information as shown on organisation chart

Job Title: Teaching Assistant Level Three		Post No: GEN09	Grade: HC5
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria		Method of Assessment*
Experience	Experience of working as a Level 2 Teaching Assistant in a mainstream school (or equivalent)		Application Form, Interview
Skills and Abilities <i>Including personal attributes</i>	<p>Knowledge of the Literacy and/or Numeracy Strategies and the principles of inclusion</p> <p>Behaviour management skills.</p> <p>Good team worker.</p> <p>The ability and willingness to work flexibly within the school.</p> <p>A calm but authoritative manner with pupils.</p>		Application Form, Interview
Qualifications and Training <i>including professional qualifications</i>	<p>Certificate in Learning Support (or an equivalent qualification).</p> <p>Have attended relevant training (e.g. Literacy/Numeracy strategies, behaviour management etc.)</p> <p>Willingness to undertake further training, as appropriate.</p> <p>The ability to relate well to pupils, parents and staff.</p> <p>The ability to develop high quality learning resources without substantial direction from the teacher.</p> <p>The ability to accurately record and report on pupils' progress.</p> <p>The ability to follow and apply the teacher's instructions and clearly explain these to pupils.</p>		Application Form, Interview

<p>Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i></p>	<p>Commitment to working with young people.</p> <p>Willingness to work in support of the inclusive ethos of the school.</p> <p>Willingness and ability to attend Education Days (as appropriate) for which you will receive pay.</p> <p>Police clearance.</p>	<p>Interview</p> <p>DBS Police Check</p>
<p>Line Manager Signature:</p> <p>Date:</p>		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013