

Northern Education Trust – Job Description

Job Title:	Teaching Assistant Level 3	JE Reference	JE039
Base:	Academy		
Reports to:	Business Manager	Grade:	Grade 4 SCP10 – SCP12
Service responsibility:		Salary:	£27,694.00 - £28,598.00 (FTE, Salary to be pro to £23,145-£23,901)
Additional:	Some travel may be required across NET sites.	Term:	39 weeks, 35 hours

JOB PURPOSE

- To work under the guidance of 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 and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources
- This may include providing support in addressing the needs of pupils who need particular help in overcoming barriers to learning
- Staff may also supervise whole classes occasionally during the short-term absence of teachers
- The primary focus will be to enhance pupils learning in accordance with the agreed policies

SUPPORT FOR THE PUPIL:

1. Use specialist (curricular/learning) skills/training/experience to support pupils
2. Carry out duties in line with the intimate care policy
3. Assist with the development and implementation of individual education/ behaviour plans
4. Establish productive working relationships with pupils, acting as a role model and setting high expectations
5. Promote the inclusion and acceptance of all pupils within the classroom
6. Support pupils consistently whilst recognising and responding to their individual needs
7. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
8. Promote independence and employ strategies to recognise and reward achievement of self-reliance
9. Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER:

1. Work with the teacher to establish an appropriate learning environment

2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
4. 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
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with the Consequences system and encourage pupils to take responsibility for their own behaviour
7. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed
8. Supervise and assess routine tests and invigilate examinations/tests
9. Provide general clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM:

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support the use of IT in learning activities and develop pupil competence and independence in its use
4. Help pupils to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE ACADEMY:

1. Comply with and contribute to the development of all trust / academy policies and procedures
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the academy
4. Actively promote the NORTHERN model of school improvement to promote excellent outcomes for all children across the work of the academy
5. Model the 'vision and values' of the trust and academy
6. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
7. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
8. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
9. Plan, lead and contribute to the identification and execution of appropriate out of academy learning activities which consolidate and extend work carried out in class
10. Lead on organisation and accompany teaching staff and pupils on visits, trips, out of academy activities (before and after school clubs) and lunchtime duties as required
11. Attend all relevant team/staff/academy meetings
12. Lead, plan, deliver and participate in training and other learning activities and performance development as required

13. Show a duty of care and take appropriate action to comply with health & safety requirements at all time
14. Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory

GDPR

1. To adhere to GDPR and data protection regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider academy meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date:

Northern Education Trust
Post: Teaching Assistant Level 3
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSE's or equivalent, including English and Maths	E	✓	
2.	NVQ Level 3 or equivalent qualification in relevant discipline OR appropriate experience, preferably as a Teaching Assistant	E	✓	
3.	Willingness to obtain and / or enhance qualifications and training for development in the post	E	✓	
4.	Training on safeguarding	D	✓	
5.	First Aid training or willingness to undertake appointed person certificate in First Aid	D	✓	
6.	Evidence of relevant continuous professional development and training	D	✓	
EXPERIENCE				
7.	Experience of working with children and young people	E	✓	✓
8.	Experience of working in the education system and in multi-agency settings	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Ability to relate well to children and adults	E	✓	✓
10.	Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E	✓	✓
11.	Ability to build effective working relationships with all pupils and colleagues	E	✓	✓
12.	Ability to promote a positive ethos and role model positive attributes	E	✓	✓
13.	Ability to work with children at all levels regardless of specific individual need	E	✓	✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
	and identify learning styles as appropriate			
14.	Ability to adapt own approach in accordance with pupils needs	E	✓	✓
15.	Understanding of national curriculum and other basic learning programmes / techniques (within specified age range/subject area) e.g. knowledge of core subjects	E	✓	✓
16.	Understanding of principles of child development, learning styles and independent learning	E	✓	✓
17.	Experience of resources preparation to support learning programmes	E	✓	✓
18.	Effective use of IT to support learning	E	✓	✓
19.	Experience of resources preparation to support learning programmes	E	✓	✓
20.	Excellent communication skills	E	✓	✓
21.	Be able to maintain confidentiality	E	✓	✓
22.	Excellent listening skills	E	✓	✓
23.	The ability to manage behaviour of children in a positive and supportive manner	E	✓	✓
24.	General awareness of inclusion, especially within a academy setting	E	✓	✓
25.	Relevant knowledge of First Aid	D	✓	✓
26.	Knowledge of Child Protection	D	✓	✓
27.	Equal Opportunities and recognising the nature of the diverse school community	D	✓	✓
28.	Working knowledge of relevant policies/codes of practice/legislation	D	✓	✓
PERSONAL QUALITIES				
29.	Friendly, approachable and professional manner	E	✓	✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
30.	A commitment to working as part of a team and supporting the vision and aims of the school	E	✓	✓
31.	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	E	✓	✓
32.	Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	E	✓	✓
33.	Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work	E	✓	✓
34.	Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning	E	✓	✓
35.	Able to improve their own practice through observations, evaluation and discussion with colleagues	E	✓	✓

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