****

**Northern Education Trust – Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Teaching Assistant Level 3 | **JE Reference**  | JE039 |
| **Base:** | Merlin Top Primary Academy  |
| **Reports to:** | Business Manager | **Grade:** | Grade 4SCP10 – SCP12 |
| **Service responsibility:** |  | **Salary:** | £25,545.00-£26,421.00 (FTE, Salary to be pro rata)  |
| **Additional:** | Some travel may be required across NET sites. | **Term:** | 39 weeks, 33 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: ……………………………….