

GOODWYN SCHOOL



JOB DESCRIPTION

TEACHING ASSISTANT LEVEL 3

Main Purpose of the Job:

To Support the classroom teacher with their responsibility for the development and education of all pupils.

To work under the guidance of Teacher/Senior Management Team 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. 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. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

Support for the Pupils

1. Use specialist (curricular/learning) skills/training/experience to support pupils.
2. Contribute to the development of and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
4. Promote the inclusion and acceptance of all pupils.
5. Support pupils consistently whilst recognising and responding to their individual needs.
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
8. Provide feedback to pupils in relation to progress and achievement.
9. Attending for the health and personal needs of children as required

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 pupils' 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. Undertake marking of pupils' work and accurately record achievement/progress.
7. 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.
8. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
9. Administer and assess routine tests and invigilate exams/tests.
10. Support teaching/senior staff with routine administration e.g. administration of 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. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
3. Help pupils to access learning activities through specialist support.
4. Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the School

1. 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.
2. Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.

4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
5. Attend and participate in regular meetings.
6. Participate in training and other learning activities and performance development as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
9. Undertake planned supervision of pupils' out of school hours learning activities.
10. Supervise pupils on educational visits, trips and out of school activities as required.
11. Assistance with functions/maintenance issued within the school day as scheduled or requested.
12. Any other duties as may be reasonably requested by the school management team.

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| Experience | <ul style="list-style-type: none"> • Experience working with children of relevant age |
| Qualifications/Training | <ul style="list-style-type: none"> • Very good numeracy/literacy skills • NVQ 3 for Teaching Assistants or equivalent qualification or experience • Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc. • Appropriate first aid training |
| Knowledge/Skills | <ul style="list-style-type: none"> • Can use ICT effectively to support learning • Use of other equipment technology – video, photocopier • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies • Understanding of principles of child development and learning processes • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Ability or willingness to work across Key Stages (EY, Key Stage 1 and Key Stage 2) |
| Qualities | <ul style="list-style-type: none"> • Flexible and Adaptable • Professional and Confidential • Healthy • Punctual • Reliable • Cheerful • Honest • Tactful and Diplomatic |

SPECIFIC CONDITIONS OF SERVICE

To acknowledge and abide by the regulations as specified in the Goodwyn Staff Hand Book.

ADDITIONAL REQUIREMENTS

- To, jointly, with the team of Teaching Assistants, co-ordinate the requisition, storage, maintenance and development of Art resources and equipment needed so as to implement the school’s Art policy.

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Staff signature:.....

Principal’s signature:.....

Date: / /

GOODWYN SCHOOL JOB DESCRIPTION – TEACHING ASSISTANT

PLEASE SIGN AND RETURN THIS COPY

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Staff signature:

Name:

Principal's signature:

Date: / //.....