



## Job Description

**Vacancy Reference No:****Job Title:** Teaching Assistant (Level 3)**Job Number:****Directorate:** Coventry City Council**Post Number:****Service:** Services for Schools**Grade:** Grade 3**Location:** Whitley Abbey Primary School

### At Whitley Abbey...

**For everyone to be valued, safe and happy.**

**To nurture mental and physical health of everyone through our character values of; kindness, honesty, friendship, courage, resilience and gratitude.**

**To foster positive relationships, to engender an ethos of tolerance, respect and an understanding that we live in a diverse community.**

**To strive to open children's minds to life's possibilities and to promote citizenship amongst our children.**

**To place a great emphasis on developing a love of reading and vocabulary to enable children to become lifelong learners.**

**To promote high standards of teaching and learning and expect the highest levels of attainment for everyone.**

### **‘Hand in Hand we Learn’**

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

**Job Purpose:**

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

**Main Duties and Responsibilities:**

1. Under the direction and control of the classroom teacher:-
  - Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
  - Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
  - Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
  - Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
  - Assist the teacher in the development and implementation of Individual Education/ Behaviour Plans and Personal Care Programmes for individuals and groups of children.
2. Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.
3. Use strategies in liaison with the teacher, to support pupils to achieve targets and learning goals.
4. Provide annotations on the progress of individuals and groups on the class plans to inform assessment for learning.
5. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
6. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
7. Undertake supervision and discipline of pupils within the procedures of the school/service, providing detailed and regular feedback as appropriate.
8. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self esteem through praise and encourage, setting challenging and demanding expectations and promote self-esteem and independence.
9. Ensure that pupils are able to safely use equipment and materials provided.
10. Provide support for local and national learning strategies e.g. Literacy, Numeracy, Early Years.
11. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
12. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.

13. Assist the teacher with the preparation for and administration of tests.
14. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
15. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
16. Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
17. Contribute to children's electronic learning journals to reflect key moments in their learning.
18. To support and facilitate the children working in Nursery through play and to value the importance this has on their development.
19. Be an excellent model of good communication, providing children with high aspirations for their own choice of language.
20. Show passion about the stories, song and rhymes that are shared with children, which in turn develops the children's own love in this area.
21. Value the learning opportunities available to pupils outside as highly as the opportunities inside.
22. Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils, which may include:
  - Assisting with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing.
  - Changing soiled clothing and its disposal in an appropriate way.
  - Assisting with children's injuries and, where appropriately qualified, administering first aid.
  - Assisting with administering medicines, under the direction of the appropriate medical staff.
  - Assisting with the identification and monitoring of children's general health and welfare.
23. Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
24. Support and contribute to the overall ethos/work/aims of the school.
25. Assist with the supervision of pupils outside lesson times, including before and after school and during lunchtime.
26. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
27. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
28. Attend and participate in relevant meetings as required.
29. Assist the teacher in supporting volunteer helpers or students in the classroom.

30. Any other duties and responsibilities within the range of the salary grade.

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Note:** There is no requirement for a Teaching Assistant to attend for work outside the contractual hours of work for the post. Any attendance of a Teaching Assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the Teaching Assistant and Head Teacher (or Teacher acting on Head's behalf). This will include the basis upon which attendance will be undertaken i.e. time off in lieu or paid time at the appropriate rate. If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.

**Responsible for:**

**Responsible to:** Class Teacher/ Head Teacher

**Date Reviewed:** March 2025



# Person Specification

<b>Job Title:</b>	Teaching Assistant (Level 3)	<b>Job Number:</b>	
<b>Directorate:</b>	Coventry City Council	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 3
<b>Location:</b>	Whitley Abbey Primary School		

	<b>Job Requirements</b>
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of Child Development and Learning</li> <li>• Understanding of relevant codes of practice and legislation.</li> <li>• Knowledge of Read Write Inc would be beneficial to support our daily lessons in phonics.</li> <li>• Training in relevant learning strategies</li> </ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Able to work constructively as part of a team</li> <li>• Ability to self-evaluate learning needs</li> <li>• Ability to use own initiative to enhance provision</li> <li>• Ability to contribute to providing a safe stimulating learning environment</li> <li>• Able to effectively use ICT and use of other equipment – video, photocopier</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Substantial experience of working across Primary aged pupils</li> <li>• Experience of working with children of relevant age or with specific special needs</li> </ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Full and relevant Level 3 qualification ie Level 3 City &amp; Guilds Work with Children, Early Years Playwork or equivalent</li> <li>• Training in behaviour management strategies</li> <li>• Training in Special Education Needs provision</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment</li> <li>• This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</li> </ul>
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**Date Reviewed:** March 2025

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