



Wyken Croft Primary School

TEACHING ASSISTANT L3 JOB DESCRIPTION

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| MAIN PURPOSE OF THE JOB | <ul style="list-style-type: none"> ❖ This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities. ❖ To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate. |
| DUTIES AND RESPONSIBILITIES | <p><u>Support for pupils (either individually or in groups)</u></p> <ul style="list-style-type: none"> ❖ Support the activities of individuals or groups ❖ Establish and maintain relationships with individual pupils and groups. ❖ Contribute to individual Education Plans as appropriate. ❖ Support pupils during learning activities. ❖ Promote pupils' social and emotional development. ❖ Contribute to the health and well-being of pupils. ❖ Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role). ❖ Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties. ❖ Support for Gifted and Talented pupils. ❖ Support pupils with literacy and numeracy skills. ❖ Support pupils to access the curriculum. ❖ Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority. |
| SUPPORT FOR THE TEACHER (S) | <ul style="list-style-type: none"> ❖ Observe and report on pupil performance ❖ Contribute to the planning and evaluation of learning activities. ❖ Assist in preparing and maintaining the learning environment. ❖ Contribute to the management of pupils' behaviour. ❖ Contribute to maintaining pupils' records. ❖ Support the maintenance of pupils' safety and security. ❖ Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson ❖ Undertake routine marking in line with school policy ❖ Provide general administrative support, for example, administer coursework, produce worksheets etc. ❖ Undertake joint home visits as appropriate and in line with LEA policy |
| SUPPORT FOR THE SCHOOL | <ul style="list-style-type: none"> ❖ Support the development and effectiveness of team work within the school environment ❖ Develop and maintain working relationships with other professionals ❖ Liaise with parents as appropriate ❖ Review and develop own professional practice ❖ Work as required across the curriculum and in all Key Stages within the school in accordance with the job |
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SUPPORT FOR THE CURRICULUM

- ❖ Support the use of information and communication technology in the classroom]
- ❖ Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- ❖ To ensure their tasks are carried out with due regard to Health and Safety
- ❖ To participate in appropriate professional development including adhering to the principle of performance management.
- ❖ To adhere to the ethos of the school.
 - ❖ To promote the agreed vision and aims of the school.
 - ❖ To set an example of personal integrity and professionalism
 - ❖ Attendance at appropriate staff meetings and parents evenings.
- ❖ Any other duties as commensurate within the grade in order to ensure the smooth running of the school



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TEACHING ASSISTANT L3

Person Specification

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| EXPERIENCE (Relevant work and other experience) | <ul style="list-style-type: none"> ❖ Experience of supporting children in a classroom environment, including those with special educational needs. ❖ Experience of using Information Technology to support pupils in the classroom. |
| SKILLS AND ABILITIES (e.g. Written communication skills, dealing with the public) | <ul style="list-style-type: none"> ❖ A good standard of education particularly in English and Mathematics ❖ Knowledge of the legal and organisational requirement for maintaining the health, safety and security of yourself and others in the learning environment. ❖ Knowledge of SEN Code of Practice ❖ Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils. ❖ Ability to provide classroom cover- with agreed parameters – in the absence of the class teacher. ❖ Ability to consistently and effectively implement agreed behaviour management strategies ❖ Ability to use language and other communication skills that pupils can understand and relate to. ❖ Ability to establish positive relationships with pupils and empathise with their needs. ❖ Ability to demonstrate active listening skills. ❖ Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task ❖ Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. ❖ Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills. ❖ Ability to assist in the recording of lessons and assessment as required by the teacher. ❖ Ability to offer constructive feedback to pupils to reinforce self-esteem. ❖ Ability to work effectively and supportively as a member of the school team. ❖ Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities. |
| TRAINING | <ul style="list-style-type: none"> ❖ Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge. |
| EDUCATION | <ul style="list-style-type: none"> ❖ NVQ Level 3 for Teaching Assistants for equivalent |
| OTHER CURRICULUM | <ul style="list-style-type: none"> ❖ Willingness to maintain confidentiality on all school matters. |