

JOB DESCRIPTION	
JOB TITLE:	Teaching Assistant 3
GRADE:	Grade 6 SCP 11-19
CAR USER:	No
LOCATION:	Hillside Specialist School & College
RESPONSIBLE TO:	Head Teacher
STAFF RESPONSIBLE FOR:	TA1 and TA2
JOB PURPOSE: The main objectives to be achieved by the Postholder To work collaboratively with the teacher in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community.	
MAIN ACTIVITIES What the Postholder will actually do What prescribed duties the postholder will have In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts Support for Pupils <ul style="list-style-type: none"> – To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s). – To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. – To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s). – To assist in the devising of pupil's individual targets and their monitoring and review. – To support pupils as part of a planned inclusion programme. – To develop positive relationships with pupils and staff to assist pupil progress and attainment. – To monitor and record pupil progress on a regular basis and to prepare reports as required. – To assist in the specific medical/care needs of pupils when specific training has been undertaken. – Commitment to safeguarding. 	

Support for the Teacher

- To monitor individual pupils progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, pupil work experience.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities.

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Agreed by: SLT

Date: 21/06/2021

Person Specification Form

Teaching Assistant - Level 3

B3

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
NVQ/level 3 qualification in a relevant subject (or equivalent) - or working towards Level 3	E	AF/I/R
Level 2 or equivalent qualification in English/Literacy and Mathematics/numeracy	E	AF/I
Experience		
Experience of working with children	E	AF/I/R
Experience of working in a relevant classroom/service environment	E	AF/I/R
Experience of Administrative work	D	AF/I/R
Experience of supporting pupils with challenging behaviour	D	AF/I/R
Knowledge/skills/abilities		
Ability to relate well to children	E	AF/I/R
Ability to work as part of a team	E	AF/I/R
Good communication skills	E	AF/I/R
Ability to relate well to parents/carers	E	AF/I/R
Ability to supervise and assist pupils	E	AF/I/R
Time management skills	D	AF/I
Organisational skills	E	AF/I/R
Knowledge of classroom roles and responsibilities	E	AF/I/R
Knowledge of the concept of confidentiality	E	AF/I/R
First Aid Certificate	D	AF/I
Administrative skills	D	AF/I
Knowledge of Early Years Foundation Stage	D	AF/I
Knowledge of strategies, for example numeracy and literacy	E	AF/I/R
Ability to make effective use of ICT	E	AF/I/R
Ability to assess children's development	E	AF/I/R
Ability to plan and deliver work programmes	E	AF/I/R
Flexible attitude to work	E	AF/I/R

Other Commitment to undertake in –service development Commitment to maintain regular attendance at school.	 E E	 AF/I/R AF/I/R
Special Requirements		