

Recruitment Job Description



Job Title	Teaching Assistant (Level 3)	Grade	Grade 5 SCP 7 to 11 + SEN Allowance	Salary	Actual Salary £20,019.70 - £21,820.87 + SEN Allowance
Post Number	N/A				
Location	Pens Meadow				
Reports To	Marie Hunter – Headteacher				

Main Purpose of the Job:

Level 3 staff work under the guidance of teaching staff with a limited degree of autonomy. NVQ3 or equivalent is a requirement for the job. The role will require someone who has specific skills and experience.

Key Features: To implement agreed work programmes with individuals /groups and support teaching staff in the development and education of pupils including the provision of detailed and specialist skills/knowledge in particular areas. To assist the teacher in the whole planning cycle and supervise whole classes or groups during the short-term absence of the teacher.

Main Activities

SUPPORT FOR PUPILS

- Make a substantial contribution to Individual Education Plans and their implementation.
- Use specialist skills and training to support pupils with communication and interaction difficulties using Makaton, symbols, communication aids.
- Use specialist skills and training to support pupils with sensory and /or physical impairment e.g. assistance with the development of appropriate structured learning plans and the implementation of structured learning programmes.
- Use specialist skills and training to support pupils with cognition and learning difficulties e.g. encouraging the pupils to engage with and benefit from the planned learning activity, including modifying the activities as agreed with the teacher.
- Using specialist skills and training support the behaviour management of pupils with behavioural, emotional, and social development needs e.g. assist with the development of behaviour management strategies, monitor pupils behaviour to recognise and reward progress in behaviour management, identify and respond to uncharacteristic behaviour patterns and incidents of challenging behaviour.
- Provide feedback to pupils in relation to progress and development

SUPPORT FOR PUPILS *continued*

- Establish productive working relationships with pupils acting as a role model and setting high expectations.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide pastoral support to pupils
- Support the effective transfer of pupils across phases/integration of those who have been absent.
- Support liaison with feeder schools and other relevant bodies to gather pupil information.
- In line with school policy, provide intimate care when required.

SUPPORT FOR TEACHER/SCHOOL

- Assess the needs of pupils and contribute to the development of IEPs.
- Observe and report on pupil performance.
- Take responsibility for the management of challenging pupil behaviour.
- Provide, where appropriate, pupil information to external agencies.
- Design and produce worksheets or administer coursework with minimal supervision for groups of pupils.
- Undertake joint home visits as appropriate and in line with school policy.
- Support the implementation and evaluation of specific curriculum plans and activities for groups of pupils to meet the individual needs of those pupils.
- Contribute to curriculum planning.
- Under the guidance of a teacher, implement agreed work programmes with individuals or groups maintaining good order and keeping pupils on task.
- Provide emergency cover supervision for a group or class, under the direction and control of the Head teacher or other designated member of staff during the unplanned short-term absence of the teacher, normally for periods of up to one session, limited to no more than 2 occasions per term.
- Provide guidance and assist in the training and development of staff as appropriate.
- Contribute to the development and maintenance of school policies.
- Participate in working groups on curriculum matters.
- Provide clerical/administrative support e.g. administer course work, produce worksheets for agreed activities.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Supervise pupils on visits and trips as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

SUPPORT FOR TEACHER/SCHOOL *continued*

- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance notes on contractual changes.

**Special
Conditions**

The salary offered reflects the fact that the post holder will be required to work 32.5 hours per week, term-time only.
Salary payments will be calculated monthly.

Car Allowance

N/A

Prepared By:

Alison Austin

Date:

May 2025



Pens Meadow School

Person Specification

Job Title	Teaching Assistant	Department	Children's Services
Post Number		Section	
Grade	Grade 5 SCP 7 to 11 + SEN Allowance		Actual Salary £20,019.70 - £21,820.87 + SEN Allowance
Location	Pens Meadow		

Criteria (essential)

	Assessment By			
	Application	Interview	Tests	Other
Experience and Knowledge Experience of working with and supporting children with severe or profound and complex learning difficulties, including Autistic Spectrum Disorder. A general understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	[Y]	[Y]	[]	[]
Qualifications/Training Essential NVQ Level 3 or equivalent qualification.	[Y]	[]	[]	[]



Pens Meadow School

Practical Skills

Essential

Effective use of ICT to support learning.
Accuracy and attention to detail.

Application	Interview	Tests	Other
[Y]	[Y]	[]	[]

Desirable

First Aid Qualification
Minibus Driver

Personal Qualities and Attributes

A knowledge of equality and diversity issues.

[Y]	[Y]	[]	[]
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A commitment to safeguarding and promoting the welfare of children and young people.

Prepared By

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Date

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