



Job Description

Job Title	Level 3 Teaching Assistant	Directorate	Children's Services
Post Number	SCH 012Q	Division	Old Park School
Grade	5	Salary	
		Section	Education

Reports To	Assistant Headteacher Primary / Secondary as appropriate
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Purpose of the Job

To work within a class team under the direction of teaching staff to support the learning and developmental needs of pupils

Key Accountabilities

Support for pupils

Engage fully with ongoing safeguarding training provided by the school and demonstrate that you use this in your daily practice.

Use specialist skills and training to support pupils with communication and interaction difficulties, sensory and /or physical impairment, cognition and learning difficulties and those with behavioural, emotional, and social development needs.

Provide feedback to pupils in relation to progress and development.

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.

Provide pastoral support to pupils.

Promote the effective transfer of pupils across phases/integration of those who have been absent.

Support the intimate care, medical and dietary needs of pupils.

Assist in the swimming pool under the direction of the swimming teacher.

Make a substantial contribution to Education, Health and Care Plans.

Support for the teacher and the school

Observe and report on pupil progress.

Take responsibility for the management of challenging pupil behaviour.

Contribute to multi- agency meetings under direction of school.

Undertake joint home visits as appropriate and in line with school policy.

Implement and evaluate specific curriculum plans and activities for groups of pupils to meet the individual needs of those pupils.

Contribute to the identification and planning of out of school learning activities beyond the school day.

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.

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. produce worksheets for agreed activities.

Determine the need for, prepare and maintain general and specialist equipment and resources.

Undertake planned supervision of pupils out of school learning activities

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.

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.

Any other related duties as directed by the Headteacher.

Other Information	Safeguarding – Old Park School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced Child and Adult DBS will be required for this position within school. It is a criminal offence to apply for and undertake a position for which you are barred from doing so and any such instance will be reported to the police and the Disclosure and Barring Service.
Car Allowance	No lump sum
Prepared by	Miss Tina Partridge
Date	August 2024



Person Specification

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	Application	Interview	Task
<u>Experience</u> Experience of working with children within a school setting Experience of working with and supporting pupils with severe or profound and complex learning difficulties (Desirable) Experience of supporting pupils with complex communication difficulties (Desirable) Experience of supporting pupils with complex behavioural difficulties (Desirable) Experience of supporting pupils with moving and handling needs (Desirable)	x x x x	x x x x	 X X x
<u>Qualifications/Training</u> NVQ Level 3 equivalent or above in childcare/ child development or education – Essential Literacy A-C or equivalent qualification in functional skills– Essential Maths A-C or equivalent qualification in functional skills – Desirable	x		
<u>Practical Skills</u> Competent in recording observations, reports in writing Effective use of ICT to support administration e.g. use of Microsoft Word, Effective use of ICT to support learning e.g. able to use an iPad, camera Ability to receive and carry out instructions Ability to liaise with parents and other professionals in formal and informal situations	x	x	x
<u>Personal Qualities and Attributes</u> Ability to relate well to children and adults Ability to work as part of a team, resolving conflict professionally if needed Ability to use your initiative in a range of situations Flexibility and resilience Excellent attendance record Fully committed to equal opportunity for all Prepared to be involved with and develop the whole life of the school e.g. attendance at whole school events	x	x	

