



GROVE SCHOOL

Teaching Assistant Job Description

Teaching Assistant

Qualified to Level 3

Grade 3

Purpose of job

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Duties and responsibilities:

Support for pupils (either individually or in groups)

- 1) Support the activities of individuals or groups (normally up to 8) within the classroom
- 2) Establish and maintain relationships with individual pupils and groups
- 3) Contribute to Individual Target Plans as appropriate
- 4) Support pupils during learning activities
- 5) Promote pupils' social and emotional development
- 6) Contribute to the health and well-being of pupils
- 7) Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role)
- 8) 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
- 9) Support pupils with Literacy and Numeracy skills
- 10) Support pupils to access the curriculum

Support for the teacher(s)

- 1) Observe and report on pupil performance
- 2) Contribute to the planning and evaluation of learning activities
- 3) Assist in preparing and maintaining the learning environment
- 4) Contribute to the management of pupils' behaviour
- 5) Contribute to maintaining pupils' records
- 6) Support the maintenance of pupils' safety and security
- 7) 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
- 8) Provide general administrative support
- 9) Undertake more complex marking of pupils' work in line with school policy
- 10) Undertake joint home visits as appropriate and in line with LA policy.

Support for the school

- 1) Support the development and effectiveness of team work within the school environment
- 2) Develop and maintain working relationships with other professionals
- 3) Liaise with parents as appropriate
- 4) Review and develop own professional practice

Support for the curriculum

- 1) Support the use of information and communication technology in the classroom.

Qualification required – Essential – NVQ Level 3 or equivalent

Signed: Postholder.....Print name

.....Head teacher

..... Date

Grove School Level 3 TA Person Specification

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA	<u>ESSENTIAL</u>	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of supporting children in a classroom environment, including those with special educational needs	AF/I
	Experience of using Information Technology to support pupils in the classroom	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	A good standard of education particularly in English and Mathematics	AF/I
	Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	AF/I
	Knowledge of SEN Code of Practice	AF/I
	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	AF/I/T
	Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher	AF/I/T
	Ability to consistently and effectively implement agreed behaviour management strategies	AF/I/T
	Ability to use language and other communication skills that pupils can understand and relate to	AF/I/T
	Ability to establish positive relationships with pupils and empathise with their needs	AF/I/T
	Ability to demonstrate active listening skills	AF/I
	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	AF/I
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	AF/I	
Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills	AF/I	

	<p>Ability to assist in the recording of lessons and assessment as required by the teacher</p> <p>Ability to offer constructive feedback to pupils to reinforce self-esteem</p> <p>Ability to work effectively and supportively as a member of the school team</p> <p>Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities</p> <p>The ability to converse at ease with parents, pupils and staff and provide advice in accurate spoken English is essential for the post.</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
TRAINING	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	<p>NVQ Level 3 for Teaching Assistants or equivalent</p> <p>GCSE Grade C+ in Mathematics and English</p>	AF/I
OTHER	Willingness to maintain confidentiality on all school matters	AF/I
CONTRA INDICATION		