



The Avenue Primary School
LEVEL 3 RECEPTION TEACHING ASSISTANT



Name: _____

Teaching Assistant - Level 3

To work with a teacher to support teaching and learning, providing specialist support to the teacher in any aspect of the curriculum, age range or additional needs. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally (e.g short-term absence of teacher) or for regular short periods with teacher's planning provided (PPA cover)

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support all pupils
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Supervise children and enhance children's learning in the EYFS outdoor area
- Assist with the development and implementation of individual plans e.g. behaviour, healthcare and learning
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Support pupils in developing their own personal development
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility
- Provide general clerical/admin support e.g. produce worksheets for agreed activities etc.
- Support the work of volunteers and other Teaching Assistants in the classroom

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. Foundation Stage curriculum, Letters and Sounds, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

The job holder may be required to work across the James Cook Learning Trust.

The job holder may be required to undertake additional training e.g. First Aid, Positive Handling.

TA3 - Experience	<ul style="list-style-type: none">• A minimum of two year's experience in an EYFS school setting.
Qualifications/Training	<ul style="list-style-type: none">• Good Numeracy/ Literacy skills• Minimum of a grade 'C' in Maths and English, GCSE level or equivalent• Completion of Induction Programme as in school policy• NVQ 3 for Teaching Assistants or equivalent qualifications or experience• First Aid training (if appropriate)
Knowledge/Skills	<ul style="list-style-type: none">• Effective use of ICT to support learning• Use of other equipment and technology - photocopier etc• Understanding of relevant polices/codes of practice and awareness of relevant legislation• Good understanding of the EYFS curriculum and other learning programmes/strategies for the Reception age group• Good understanding of child development and learning• Ability to self-evaluate learning needs and actively seek learning opportunities• Ability to relate well to children and adults• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these• Speak using Standard English

Date _____

Signed _____

Employee Copy Given _____