



## Level 3 Teaching Assistant

### Job Description & Person Specification

<b>Grade</b>	NJC Grade C+ (SCP 6-7)
<b>Weeks per year</b>	38 working weeks
<b>Responsible to</b>	Headteacher
<b>Responsible for</b>	N/A
<b>Job Purpose</b>	To work under the guidance of teaching / senior staff and within an agreed system of supervision, to implement agreed work programmes with individual groups, in or out of the classroom. 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 during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities.
<b>Location</b>	Your principle place of work will be the premises of the school to which you have been appointed but you may be required to work, either on a temporary or an indefinite basis, at any other location determined by the Trust, or at any school within the Trust.

#### Main Duties and Responsibilities:

##### Support for Pupils

- Use specialist (curricular / learning) skills / training / experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

##### 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 and reports 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

GALILEO MULTI ACADEMY TRUST

*The Innovation Centre, Vienna Court, Kirkleatham Business Park, Redcar, TS10 5SH*  
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- Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests
- Provide general clerical / admin support eg administer coursework, produce worksheets for agreed activities.

### **Support for the Curriculum**

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs
- Implement local and national learning strategies eg literacy, numeracy, early years 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
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Show a duty of care and take appropriate action to comply with health and safety requirements at all time
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The post holder must carry out their duties with full regard to all Trust policies including the Child Protection, Equalities and other relevant policies in terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner. Safeguarding and promoting the welfare of children is everyone's responsibility. You will be required to safeguard and promote the welfare of children for who you have a responsibility or come into contact with, this include adhering to all specified procedures.

The post holder is required to comply with health and safety policy and systems, report any incidents / accidents / hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

The ability to converse at ease with staff, pupils, parents and provide advice in accurate spoken English is essential for the post.

**Galileo Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check**

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ESSENTIAL			DESIRABLE	
	Attribute	Stage Identified	Attribute	Stage Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Very good numeracy / literacy skills</li> <li>• NVQ 3 for Teaching Assistants or equivalent qualifications or experience</li> <li>• Training in the relevant learning strategies, eg literacy and / or in particular curriculum or learning area, eg bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc</li> </ul>	Application form Certificates	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> <li>• Training in the relevant learning strategies, eg literacy</li> </ul>	Application form Certificates
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age</li> </ul>	Application form References		
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT to support learning</li> <li>• Use of other equipment technology – photocopier</li> <li>• Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation</li> <li>• Working knowledge of national / foundation stage curriculum and other basic learning programmes / strategies</li> <li>• Understanding of principles of child development and learning processes</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>	Application form References Interview		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Participate in development and training opportunities</li> </ul>	Application form		

R&C Borough Council JE Scheme A1367

**All posts are subject to suitable pre-employment checks**

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