

## Job Profile

### Teaching Assistant Level 3

#### Grade E

SCP 8 – SCP 11

**School:**

**Ryton Junior School**

**Line Manager:**

**Executive Head**

### Job Purpose

- To provide support for our pupils in KS2, the teacher and the school in order to raise standards of achievement for all pupils.
- To encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.
- To work as part of a team of early years educators delivering the highest quality of care and education. To contribute to the provision and maintenance of a healthy, stimulating, safe, enabling and aesthetically pleasing learning environment
- To develop and maintain professional links with parents, colleagues, carers and other agencies working with the school, the local community and the Local Authority.
- To contribute and plan for the preparation, delivery and evaluation of learning experiences, that will enhance children's physical, intellectual, emotional, social and moral development.

**The key roles of this post will generally include:**

#### 1. Providing support for pupils by

1. To support individual children and groups, under the direction of the class teacher/KS2 leader introducing activities and using a range of strategies to support all children in their learning.
2. To help pupils to access the full KS2 curriculum, at the same time promoting independent learning both inside and outside as well self-reliance and interdependence.
3. To observe pupils' performance and engagement, using the systems in place in the class to provide the teacher with feedback on pupil progress and learning.
4. To help to maintain individual and group records.
5. To contribute to the planning and evaluation of learning activities for individuals and groups.
6. To liaise with and maintain effective working relationships with colleagues and parents and other professionals.
7. To help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning both inside and outside.
8. To provide care with regard to the physical welfare of pupils including self-care and other personal needs of children and implement related personal programmes.
9. To share responsibility for supporting children and parents during the periods of settling in and transition.
10. To support with lunch service and other refreshment prep as timetabled or required.

#### 2. Providing support for the teacher by

11. To help to maintain individual and group records where asked to by the class teacher.
12. To contribute to the planning and evaluation of learning activities for individuals and groups.
13. To liaise with and maintain effective working relationships with colleagues and parents and other professionals.

14. To help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning both inside and outside.
15. To provide care with regard to the physical welfare of pupils including self-care and other personal needs of children and implement related personal programmes.
16. To share responsibility for supporting children and parents during the periods of settling in and transition.
17. To support with lunch service and other refreshment prep as timetabled or required.

### **3. Providing support for the curriculum by**

18. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/KS2 AHT.
19. To support the organisation of the learning environment, including the production, maintenance and storage of resources.
20. Meet regularly with the class teacher/KS2 during contracted hours to discuss children's progress and to plan and review support.
21. To attend meetings during contracted hours to discuss children's progress with parents and other professionals as well as KS2 team meetings where possible
22. To contribute to discussions on making decisions and recommendations about practice, routines
23. To accompany children and teachers on educational visits and trips during contracted hours.

### **4. Providing support for the school by**

24. Be committed to the safeguarding and promotion of the welfare of children and young people.
25. Being aware of and complying with policies and procedures relating to child protection, behaviour, anti bullying, anti racism, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
26. Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
27. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.

## Knowledge and Qualifications

### Essential

Knowledge of:

- The effective use of ICT to support learning – computer, video, photocopier
- Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies

Qualifications:

- Good numeracy/literacy skills
- NVQ Level 2 or 3 for Teaching Assistants, equivalent qualification (NNEB)
- Training in relevant learning strategies and specialist knowledge in a particular curriculum area

Experience of:

- KS2
- Supervising small groups of children

### Desirable

Knowledge of:

- Awareness of relevant legislation relating to child protection
- Understanding of classroom roles and responsibilities

Qualifications:

- Full First Aid Qualification

Experience of:

- Working with children with additional needs