Northumberland County Council
JOB DESCRIPTION

Post Title: Teaching Assistant – Supporting and Delivering Learning (Level 3)	**Director/Service/Sector:** Children's Services		**Office Use**
Band: 4	**Workplace:**		JE ref: SG18 HRMS ref:
Responsible to: HLTA/Line Manager Managing Support Staff	**Date:**	**Manager Level:**	

Job Purpose: To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes for individuals and groups, in or out of the classroom. This could include using specialist knowledge to support the teacher in the whole of the planning cycle and the management and preparation of resources. Staff, on occasions, may also be required to undertake whole class supervision during the short-term absence of a teacher. The primary focus will be to maintain good order and to keep pupils on task. Staff involved in cover supervision will be expected to respond to pupils' questions and generally support pupils in learning activities.

Resources Staff	Not Applicable
Finance	Not Applicable
Physical	Shared responsibility for classroom equipment and materials.
Clients	Relevant School pupils.

Duties and key result areas:

Support for Pupils

1. Use specialist skills, training, or experience to support pupils learning.

2. Assist with the development and implementation of IEPs.

3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.

4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.

5. Encourage children to play and interact with one another.

6. Encourage children to engage in, and participate in learning activities lead by the class teacher.

7. To have challenging expectations that encourages children to act independently and build self esteem.

8. Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

1. Work with the teacher to establish an appropriate learning environment.

2. Work with the teacher in lesson planning, evaluating and adjusting the lesson plan as appropriate

3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed,

Pre-determined, learning objectives.

4. Provide the teacher with accurate and objective feed back on pupil progress and other matters, ensuring the availability of supporting evidence.

5. Undertake the maintenance of pupils' records and accurately record achievement.

6. Support the teacher in the management of pupil behaviour.

7. Gather information from parents and carers as directed.

8. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.

9. Administer routine tests and invigilate exams.

10. Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.

11. Provide the classroom teacher with clerical and admin support, particularly:
    - Undertaking bulk photocopying
    - Word processing
    - Filing
    - Collecting money
    - Administer course work

Support for the Curriculum

1. Implement agreed teaching programmes, adjusting activities according to pupil responses and needs.

2. Help pupils to understand instructions

3. Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills

4. Support use of ICT in learning and develop pupils' competence and independence in its use.

5. Help pupils access learning activities through specialist support.

6. Determine the need for, prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use

Support for the School

1. Comply with all school policies relating to:
    - Health and Safety
    - Equal Opportunities
    - Child Protection

- Confidentiality and data protection.

2. Work in such a way as to promote the ethos and vision of the school.

3. Participate in training and development, and activities that contribute to the management of performance.

4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.

5. Attend and participate in regular meetings

6. To undertake other duties and responsibilities as required commensurate with the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements: Working patterns: Working conditions:	

Northumberland County Council
PERSON SPECIFICATION

Post Title: Teaching Assistant – Supporting and Delivering Learning (Level 3)	**Director/Service/Sector:** Children's Services	**Ref**: SG18
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
Very good numeracy and literacy skills; NVQ 3 for teaching Assistants or equivalent qualifications Participated in training related to various national strategies e.g. literacy and numeracy	HSAW First Aid Certificate or equivalent; Level 1 BSL Willingness to participate in development and training opportunities	(a), (i)
Experience		
Willingness to participate in development and training opportunities		(i)
Skills and competencies		
NVQ 2 ICT Qualification or in-service training and 3 years experience of using ICT in a learning environment Ability to use other types of learning technology: • Photocopying • Whiteboards • CD ROM • Video Understanding of codes of practice and recent relevant education; Good understanding of the principles of child development and the learning process Can actively self evaluate learning needs and seek out learning opportunities Can work as a member of a team, understanding their role in the classroom and associated responsibilities.		(a), (i)
Physical, mental and emotional demands		

Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits.