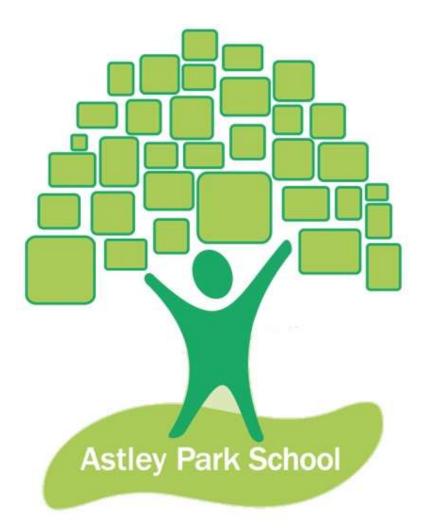
Astley Park School



Teaching Assistant 3

Job Description & Person Specification

2024

Lancashire County Council

Role Profile – Operational Context Form

Post title: Teaching Assistant 3								
Grad	de:	Grade 6	Staff responsibility:	Yes/No	Essential Car user:	Yes/No		
 Scope of role: Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst pupils. Would be expected to: plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate. establish supportive and constructive relationships with pupils, parents, carers and the wider community 								
the duties normally associated with a lower graded Teaching Assistant post Accountabilities/Responsibilities – appropriate for this post:								
Supp	port f	or Pupils						
e Ca T T T T - T - T a - T - T - T	To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s). To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s). To assist in the devising of pupil's individual targets and their monitoring and review. To support pupils as part of a planned inclusion programme. To develop positive relationships with pupils and staff to assist pupil progress and attainment. To monitor and record pupil progress on a regular basis and to prepare reports as required. To assist in the specific medical/care needs of pupils when specific training has been undertaken. In a special school, this may include complex medical needs.							
Supp	port f	or the Teacher						
C	oncer	ns.	upils' progress and			ements and		
- T - T - T e; - U	o unc o pro o liais o unc xperie Inderf	lertake classroor vide ideas, resor se with parents, d lertake arrangen ence. take marking of p	vision and the ma m administrative ta urces and learning carers and outside nents for out of scl pupils work and re ssist in the invigila	asks including the strategies for les agencies, where hool learning acti cording of achiev	e maintenance of ssons e appropriate. vities, for example			

Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

Prepared by:	Schools HR Team	Date:	13/02/2023
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification

Post Title - Teaching Assistant - Level 3

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)			
Qualifications					
NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances	E	A			
dictate, qualifications may be viewed as desirable Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D	А			
Experience					
Experience of working with children Experience of working in a relevant classroom/service environment	E E	A, I A, I			
Experience of Administrative work Experience of supporting pupils with challenging behaviour	D D/E	A, I A, I			
Knowledge/skills/abilities					
Ability to relate well to children Ability to work as part of a team Good communication skills	E E E	A, I A, I A, I			
Ability to relate well to parents/carers Ability to supervise and assist pupils Time management skills	E E D	A, I A, I A, I			
Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid/Paediatric First Aid Certificate	E E D D	A, I A, I A, I A			
Administrative skills Knowledge of Early Years Foundation Stage Knowledge of strategies, for example numeracy and	E E E	A, I A, I A, I A, I			
literacy Ability to make effective use of ICT	E	A, I			
Ability to assess children's development Ability to plan and deliver work programmes Flexible attitude to work	E E E	A, I A, I A, I			
Other Commitment to undertake in service development	E	•			
Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people	E	A A, I			
Satisfactory attendance record/commitment to regular attendance at work	E	R			
Note: We will always consider your references before confirming a job offer in writing					

Date created: 13/02/2023