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**Grade Profile – Teaching Assistant - Level 3**

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| **POST** **TITLE:** | Teaching Assistant |
| **GRADE:** | 3 |
| **CAR USER:** | N/A |
| **LOCATION:** | Belthorn Academy Primary School |
| **RESPONSIBLE TO:** | Headteacher |
| **STAFF RESPONSIBLE FOR:** | N/A |

**Job Purpose**

The Level 3 Teaching Assistant will work under the direction of the class teacher and senior staff to support learning and development within the classroom. This role involves working with individual pupils and small groups, delivering targeted interventions, assisting with planning, and ensuring that all pupils receive high-quality, inclusive education. The postholder will play a key role in promoting positive behaviour, pupil engagement, and well-being, while also supporting children with additional learning needs to help them achieve their full potential.

**Key Responsibilities**

**Support for Pupils**

* Work with individual pupils and small groups to reinforce learning and support their progress.
* Promote independence, confidence, and well-being among all pupils.
* Support children with special educational needs and disabilities (SEND) to ensure they can fully access the curriculum.
* Provide pastoral support, helping children manage their emotions, social interactions, and behaviour.
* Assist in the implementation of individual support plan and other tailored strategies.
* Encourage positive behaviour in line with school policies, supporting children in making appropriate choices.
* Supervise pupils during breaktimes, lunchtimes, and transitions to ensure their safety and well-being.

**Support for the Teacher**

* Assist in the planning and preparation of lessons, adapting resources to meet pupil needs.
* Provide feedback to the teacher on pupil progress, engagement, and areas for development.
* Help manage classroom behaviour, using strategies to maintain a positive and productive learning environment.
* Set up and maintain a stimulating classroom environment that supports learning.
* Support the teacher with record-keeping and assessment, helping track pupil progress.
* Deliver targeted interventions in key areas such as phonics, reading, maths, and social skills.

**Support for the School**

* Promote the values, ethos, and high expectations of Belthorn Academy Primary School.
* Work collaboratively with teachers, the SENCO, and external professionals to achieve the best outcomes for pupils.
* Maintain confidentiality and uphold safeguarding procedures in line with school policies.
* Participate in training and professional development to enhance skills and knowledge.
* Support the school’s commitment to inclusion and equal opportunities.
* Assist with the organisation and supervision of school trips, events, and extracurricular activities.

**Support for the Curriculum**

* Assist in delivering a broad and balanced curriculum, ensuring all pupils are engaged.
* Use knowledge of the primary curriculum to support learning across subjects.
* Help implement Quality First Teaching strategies, ensuring all pupils receive high-quality instruction.
* Prepare and adapt resources and materials to support different learning styles and abilities.
* Contribute to the development of creative and engaging learning experiences that inspire pupils and ‘Light the Sparks.’

**General Responsibilities**

* Equal Opportunities: Promote equality, diversity, and inclusion in line with school policy.
* Health and Safety: Maintain a safe working environment and comply with school policies.
* Safeguarding Commitment: This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
* Attendance: A commitment to regular attendance is essential, as it enhances the service delivered by the school and ensures continuity in pupil support.

Note: Additional duties at the same responsibility level may be assigned as required.

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**Person Specification Form**

**Post Title- Teaching Assistant - Level 3**

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

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| **Date created:** 18/03/2025 |