**Lancashire County Council**

**Combined Role Profile**

**Grade Profile – Teaching Assistant - Level 3 (Grade 6)**

|  |  |  |
| --- | --- | --- |
|  | | |
| **POST** **TITLE:** | | Teaching Assistant 3 - Construction |
| **GRADE:** | | Grade 6 |
| **CAR USER:** | |  |
| **LOCATION:** | | Larches High School |
| **RESPONSIBLE TO:** | | Headteacher/ Deputy Headteacher |
| **STAFF RESPONSIBLE FOR:** | |  |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder** | | |
| 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 | | |
| **MAIN ACTIVITIES What the Postholder will actually do**  **What prescribed duties the postholder will have** | | |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**    **Support for Pupils**  − 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.    **Support for the Teacher**  − To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.  − To assist in pupil supervision and the management of pupil behaviour.  − To undertake classroom administrative tasks including the maintenance of records.  − To provide ideas, resources and learning strategies for lessons  − To liaise with parents, carers and outside agencies, where appropriate.  − To undertake arrangements for out of school learning activities, for example, pupil work experience**.**  − Undertake marking of pupils work and recording of achievement.  − Administer tests and assist in the invigilation of exams**.**  − 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   * Assist in the setup and maintenance of workshop equipment and facilities, ensuring a safe and productive environment. * Support the instructional needs of the department by preparing materials and tools for pupil projects. * Conduct routine checks and repairs on equipment, reporting any issues to the appropriate personnel. * Promote and adhere to all health and safety regulations, ensuring compliance with school policies and procedures. * Train on a range of accredited programmes, as required, to ensure that all Health & Safety and Risk Assessment arrangements are met. * Maintain a clean, safe and well-organised environment in the workshop. * Assist in the operation and maintenance of files, both manual and computerised. * Maintain stock levels and provide accurate and current inventories of tools, equipment and materials as required by your Line Manager. * Engender a strong team ethos, which promotes a positive, can-do attitude across the department | | |
| **Note:** | **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.** | |

# 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 Form**

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

|  |  |  |
| --- | --- | --- |
| **Personal Attributes required (on the basis of the job description)** | **Essential (E) or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications**    NVQ level 3 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 | AF    AF |
| **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 | AF/I  AF/I  AF/I  AF/I    AF/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 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 | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I      AF/I      AF/I  AF/I  AF/I  AF/I  AF/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 |  |
| **Special Requirements**  Experience in the Construction Industry Experience of using relevant equipment and materials  Proven record of organising and maintaining store rooms to an appropriate standard | D  D  D |  |