



Job Description: Teaching Assistant Level 3

Responsible to:	SENDSCO
Role:	Teaching Assistant Level 3
Grade:	NJC APT&C Grade 6 (Points 11-19)
Hours per week:	*35 hours a week to be worked 8.30am to 4pm (inclusive of unpaid breaks totalling 30 mins per day) Monday to Friday * However, the school will consider flexible working arrangements
Working weeks:	38
Paid weeks per year:	44.09
Pro rata holiday entitlement:	6.09
Pro rata salary range:	£22,510 - £25,645 (for 35 hours per week) (FTE Annual Salary £28,142 - £32,061)
Start Date:	As soon as possible

Academy Vision Statement

We aim for all members of our Christian community to flourish spiritually, academically and personally so that they can live life in all its fullness.

'I have come in order that you might have life – life in all its fullness.' (John 10:10)

Our Aims

1. We aim to follow the examples and teaching of Jesus Christ.
2. We draw inspiration from the vision of Julia and Thomas Ripley by continuing their work of providing care and education for all.
3. We strive for a culture of excellence in all we do and we are ambitious for all members of our community.
4. We provide a rich curriculum and co-curriculum which develops pupils in body, mind and spirit.
5. We love and care for one another, treating each other with kindness, dignity and respect.
6. We understand that the wellbeing of our pupils and staff is the key to flourishing.
7. We have a commitment to creation and the stewardship of our planet, as well as service to our community.

Job Purpose:

The successful applicant will be expected to work collaboratively as part of the Learning Support team, and with teachers, Progress Leaders and SENDCos to meet the personal, social and academic needs of pupils, including those with Special Educational Needs and Disabilities, and those who have fallen behind age-related expectations. It is imperative that the postholder is able to build positive, supportive relationships with pupils, parents, carers and the wider school community, whilst maintaining high expectations of themselves and the pupils they work with.

Main responsibilities of the post:

Support for pupils

- To work collaboratively with teachers in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupils, and to ensure that pupils can access the curriculum content taking into consideration their individual needs.
- To undertake activities to monitor the personal, social and emotional needs of pupils.
- To develop positive relationships with pupils to promote pupil progress and attainment.
- To assist in the devising of pupils' individual targets and their monitoring and review.
- To supervise and support pupils who are working in the Learning Support classroom.
- To support pupils as part of a planned inclusion programme.
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To assist in the devising of pupils' individual targets, their monitoring and their review.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.
- To plan, supervise, and lead small groups of pupils or individual pupils who need specific intervention.

Support for the Teacher

- To monitor and record pupil progress, achievements, and developmental needs.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.

Support for the school

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- 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 liaise with the school's appropriate person with regard to ordering supplies and equipment.

Support for the Curriculum

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

In addition to the above, the postholder may be required to carry out any other duties commensurate with this post as directed by the line manager.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of ongoing continuing professional and Trust development. In addition, it may be amended at any time after consultation with you.

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

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.

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 Health and Safety policy.

PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
Qualifications NVQ level 2 or above qualification –appropriate to the post (or equivalent) Level 2 (grade C or above or equivalent) qualification in English/Literacy and Mathematics/Numeracy	D E
Experience Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of administrative work Experience of supporting pupils with challenging behaviour Experience of particular SEND specialism such a sensory impairment, hearing impairment, ASC, EAL	E D D D D
Knowledge/skills/abilities Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist pupils Specific SEND skills in the areas shown above under the heading Experience Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E E E E E D D D D E D D E D E
Other Commitment to undertake in–service development Commitment to supporting our Church School ethos Commitment to safeguarding and protecting the welfare of children and young people	E E E