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Diocese of Brentwood

**St Mary’s Catholic Primary School, Chingford**

*Love God, Love Others, Love Ourselves*

**Job Description and Person Specification for the position of Teaching Assistant, Level 3**

**Job Title:** Teaching Assistant – Supporting and Delivering Learning (Level 3)

**Job Purpose**: To work under the guidance of teaching/senior staff and within an agreed system of supervision. To implement agreed work programmes with individuals/groups, in or out of the classroom.

 This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

To promote the ethos of our Catholic School within the context of our mission statement.

**Responsible to:** Headteacher

**Key Responsibilities**

 **Support for Pupils:**

* Use specialist curricular/learning skills/training/experience to support pupils.
* Assist with the development and implementation of IEPs.
* Establish productive working relationships with pupils, acting as a role model and setting high expectations.
* Promote the inclusion and acceptance of all pupils in the classroom.
* Support pupils consistently whilst recognising and responding to their individual needs.
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
* Promote independence and employ strategies to recognise and reward achievement of self -reliance. Provide feedback to pupils in relation to progress and achievement.
* To supervise whole class occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep the pupils on task. Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities.

 **Support for the Teacher:**

* Work with the teacher to establish an appropriate learning environment.
* Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
* Monitor and evaluate pupils’ responses to learning activities through observation and planning recording of achievement against pre-determined learning objectives.
* Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
* Undertake marking of pupils’ work and accurately record of achievement/progress.
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Liaise sensitively and effectively with parents/carers as agreed with the teacher within the role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
* Administer and assess routine tests and invigilate exams/tests.
* Provide general clerical/admin support e.g. administer coursework and produce worksheets for agreed activities.

 **Support for the Curriculum:**

* Implement agreed learning activities/teaching programmes and adjusting activities according to pupil responses/needs.
* Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Help pupils to access learning activities through specialist support.
* Determine the need for, prepare and maintain general and specialist equipment and resources.

 **Support for the School:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.

* Attend and participate in regular meetings.
* Participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
* Undertake planned supervision of pupils’ out of school hours learning activities.
* Supervise pupils on visits, trips and out-of-school activities as required.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

**General requirements:**

* Take part in the school’s performance management system.
* Attend staff meetings on a regular basis.
* Enhanced DBS Check.
* Strong commitment to furthering equalities in both service delivery and employment practice.
* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with. You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

This job description does not form part of the contract of employment. It describes the way in which the teaching assistant is expected and required to perform and complete the particular duties as set out above.

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.

Signature of Teacher: ……………………………….............................……..… Date: ………….......……..

Signature of Head Teacher: …………..........................………………………... Date: ………........……….

Ms Philomena Egan

Headteacher

St Mary’s Catholic Primary School,

Station Road,

Chingford,

E4 7BJ

Telephone: 020 8529 4723



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**Person Specification**

**Job Title:** Teaching Assistant – Supporting and Delivering Learning (Level 3)

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| --- | --- | --- |
|  | Essential | Desirable |
| **Qualifications** |  |  |
| 1. NVQ 2 for Teaching Assistants or equivalent qualifications or experience.
 |  |  |
| 1. Read Write Inc trained – Level 2 and above
 |  |  |
| **Experience** |  |  |
| 3. Working with or caring for children of a relevant age. |  |  |
| **Knowledge** |  |  |
| 4. Completion of the department of children, schools and families teaching assistant induction programme. |  |  |
| 5. Training in the relevant learning strategies e.g. literacy. |  |  |
| 6. First aid training/training as appropriate. |  |  |
| 7. Understanding of relevant policies/code of practice and awareness of relevant legislation. |  |  |
| 8. General understanding of nation/foundation stage curriculum and oter basic learning programmes/strategies. |  |  |
| 9. Basic understanding of child development and learning. |  |  |
| **Skills** |  |  |
| 10. Good numeracy/literacy skills. |  |  |
| 11. Effective use of ICT to support learning. |  |  |
| 12. Use of other equipment technology including video and photocopier. |  |  |
| 13. Ability to self-evaluate learning needs and actively seek learning opportunities.  |  |  |
| 14. Ability to relate well to children and adults.  |  |  |
| 15. Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these. |  |  |
| 16. Display commitment to protection and safeguarding of children and young people. |  |  |