

Unrestricted

BRACKNELL FOREST COUNCIL**JOB DESCRIPTION**

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| Job Title: Teaching Assistant Level 3 | Section/Location: |
| School: | Grade/Salary Range: Grade I (points 6-8) |
| TL3 | Working Pattern: |

JOB PURPOSE

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Responsible to the class teacher and senior staff.

MAIN DUTIES AND RESPONSIBILITIES

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
- Assess, record and report on development, progress and attainment as agreed with the teacher
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants in this role are expected to undertake at least one of the following:
 - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
 - b. Provide specialist support to pupils where English is not their first language
 - c. Provide specialist support to gifted and talented pupils
 - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
- Teaching Assistants in this role may also:
- Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
- Provide short term cover supervision of classes¹
- Supervise the work of other support staff/trainees
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Invigilate exams and tests
- Escort and supervise pupils on educational and out of school activities
- Guide and support pupils in their personal, emotional and social development

¹ Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.

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- Prepare and present displays
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
- Work with pupils not working to the normal timetable.
- Carry out playtime tasks such as restocking
- Ensure that incidents that occur during lunchtime are recorded and reported in accordance with school policy e.g. site issues, behaviour, first aid etc.
- Maintain regular communication with the play team on organizational arrangements.
- The play team member will be required to resolve day to day issues of a routine nature among the children. Issues of an operational or organisational nature should be referred to the play coordinator.
- Support and uphold the schools value systems including rewards for positive attitudes and behaviours and sanctions for negative ones.
- Offer care, support and advice for children during breaks and lunchtimes.
- Such other duties as may from time to time be necessary, compatible with the nature of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

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**BRACKNELL FOREST COUNCIL
PERSON SPECIFICATION**

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| Job Title: Teaching Assistant Level 3 | Section: |
| School: | Grade/Salary Range: Grade I (points 6-8) |

| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|---|--|-----------|
| Qualifications And Training | <p>Very good literacy/numeracy skills (GCSE or equivalent)</p> <p>NVQ3 in teaching assistance or equivalent qualification or experience.</p> <p>Training in appropriate strategies e.g. literacy and/or in particular curriculum or learning area e.g. ICT, maths, english, bi-lingual, signing, etc.</p> <p>Have undertaken appropriate first aid training.</p> | |
| Competence Summary (Knowledge, abilities, skills, experience) | <p>Extensive experience of working with young people in a learning environment.</p> <p>Good working knowledge of child development and learning processes, relevant policies/codes of practice, national curriculum, relevant learning programmes/strategies and awareness of relevant legislation.</p> <p>Able to plan and deal with conflicting priorities in organising own work schedule.</p> <p>Able to use school ICT systems to support learning and perform a range of administrative tasks.</p> <p>Able to use other equipment e.g. video recorder, photocopier and relevant specialist equipment.</p> <p>Able produce work sheets, administer course work and undertake a range of administrative tasks in support of the teacher.</p> | |

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| | <p>Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands.</p> <p>Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance.</p> <p>Able to learn and take responsibility for own development and share knowledge with colleagues and support their development.</p> <p>Able to deliver educational work programmes, evaluate and implement strategies to enhance learning.</p> <p>Able to work with pupils within an agreed behaviour management policy.</p> <p>Able to prepare/display relevant resources/materials for teaching and learning activities.</p> | |
| Work-related Personal Requirements | <p>Experience of dealing with parents and carers.</p> <p>Committed to equality of opportunity</p> <p>Able to demonstrate relevant practical skills for resource preparation.</p> <p>Able to supervise whole classes.</p> | |
| Other Work Requirements | <p>Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities.</p> <p>Suitability to work with children.</p> | |