



HANDSWORTH GRANGE COMMUNITY SPORTS COLLEGE

JOB DESCRIPTION

for
SENIOR TEACHING ASSISTANT – LEVEL 3

CHILDREN AND YOUNG PEOPLE'S HUMAN RESOURCES	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	HANDSWORTH GRANGE COMMUNITY SPORTS COLLEGE
POST TITLE	SENIOR TEACHING ASSISTANT – LEVEL 3
GRADE	4
RESPONSIBLE TO	Senior Learning Mentors
RESPONSIBLE FOR	Work within The EAL Department
PURPOSE OF JOB	<p>WORKING WITHIN AN AGREED FRAMEWORK OF SUPERVISION, ACROSS OUR FAMILY OF SCHOOLS, TO COMPLEMENT THE PROFESSIONAL WORK OF TEACHERS BY TAKING RESPONSIBILITY FOR SUITABLE LEARNING ACTIVITIES, INCLUDING PLANNING, PREPARATION AND DELIVERY.</p> <p>DELIVERING ACTIVITIES TO SMALL GROUPS AND INDIVIDUALS ON A SHORT-TERM BASIS INCLUDING MONITORING AND ASSESSMENT, RECORDING AND REPORTING ON ACHIEVEMENT, PROGRESS AND DEVELOPMENT.</p>
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none"> • VERY GOOD LITERACY/NUMERACY SKILLS • NVQ 3 FOR TEACHING ASSISTANTS OR EQUIVALENT QUALIFICATIONS OR EXPERIENCE • TRAINING IN THE RELEVANT LEARNING STRATEGIES TESOL LITERACY. • APPROPRIATE FIRST AID TRAINING

The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies and within the framework of the Education Act 2002 with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES

1 SUPPORT FOR PUPILS

1. Use specialist (curricular/learning) skills/training/experience to support pupils
2. Assist with the development and implementation of IEPs
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
4. Promote the inclusion and acceptance of all pupils within the classroom
5. Support pupils consistently whilst recognising and responding to their individual needs
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to pupils in relation to progress and achievement

2 SUPPORT FOR THE TEACHER

1. Work with the teacher to establish an appropriate learning environment
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
4. 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
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. Undertake marking of pupils' work and accurately record achievement/progress
7. 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
8. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
9. Administer and assess routine tests and invigilate exams/tests
10. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

3 SUPPORT FOR THE CURRICULUM

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. 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

3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Help pupils to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources
6. Prepare timetables for the Teaching Assistants supporting individual and groups of special needs pupils.
7. Organising absence cover within the Teaching Assistant team as appropriate.
8. The organisation and servicing of exams for pupils with special needs including the booking and setting up of rooms, and invigilation.
9. Supervision of classes in the English and Maths Departments during the short term absence of the class teacher, as required.

4 SUPPORT FOR THE SCHOOL

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
9. Undertake planned supervision of pupils' out of school hours learning activities
10. Supervise pupils on visits, trips and out of school activities as required
11. Any other related duties as they may arise.



**Person Specification for post of:
Senior Teaching Assistant – Level 3**

Handsworth Grammar School
Community Sports Col
Minimum Essential

Minimum Essential	Method of Assessment
Skills /Knowledge	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	Application Form, Interview
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	Interview
Understanding of principles of child development and learning processes	Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	Interview
Ability to relate well to children and adults	Interview
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Interview
Can use ICT effectively to support learning	Interview
Use of other equipment technology – video, photocopier	Interview
Has sound speaking and listening skills to extend language in discussion	Interview
Can plan, implement and evaluate learning activities	Interview
Has experience of pupil assessment	Interview
Can manage the behaviour of pupils in a reasonable manner	Application Form, Interview
Has a caring positive attitude towards pupils welfare	Interview
Can assist the school in forming a partnership with parents	

	Application Form, Interview
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application Form, Interview
Can complete and maintain pupils records	Interview
Experience, qualifications, and training (if any)	
Staff supervision	Application Form, Interview
Appropriate qualification for Nursery setting (if working with early years)	Application Form
NVQ3 for Teaching Assistants or equivalent qualification or experience	Application Form
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.	Application Form
<u>Appropriate first aid training</u>	Application Form
Experience working with children of relevant age	Application Form, Interview
Work related circumstances	
Can allocate some contractual time to after school staff meetings when appropriate	Application Form, Interview
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	Application Form, Interview
Can maintain personal presentation that sets high standards for the pupils	Application Form, Interview
Can work within the spirit of City Council and School Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	Application Form, Interview