Manchester City Council

Job Description

Teaching Assistant – Level 3
Grade 4
Teaching and Learning EYFS / KS1

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Assistant – Level 3 (Grade 4 Scale point 17-21)</th>
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<tbody>
<tr>
<td>Place:</td>
<td>Higher Openshaw Community School</td>
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<tr>
<td>Responsible to:</td>
<td>Head teacher</td>
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<tr>
<td>Line Manager:</td>
<td>EYFS Lead/Class teacher</td>
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<tr>
<td>Purpose of Job:</td>
<td>Deliver learning programmes and support individual pupils, small groups (and whole classes during the short term absence of teachers)</td>
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<tr>
<td>Term of Contract:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Hours:</td>
<td>8.30am – 4.00pm (30 mins lunch)</td>
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<tr>
<td></td>
<td>35.0 Hrs per week</td>
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<td></td>
<td>This position is Term Time Only</td>
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<tr>
<td>Salary</td>
<td>TA Level 3</td>
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<td></td>
<td>Grade 4 Scale Point 17</td>
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<td></td>
<td>Term Time Only</td>
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<tr>
<td>Start Date:</td>
<td>January 2019 (subject to DBS and other relevant safeguarding checks)</td>
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<tr>
<td>Liaison with:</td>
<td>EYFS Lead, Class teacher, Assistant Head</td>
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The post holder will report to the Teacher. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

**Main Purpose of the Job:**

Under the guidance of a teacher, manage specialist support in a specific area of the curriculum and take a lead role in addressing the needs of pupils who require help to overcome barriers to learning. Initially the post will be to help support F1 (Nursery) pupils and teacher, however the candidate may be required and be able to work in other areas of the school (KS1/KS2).

Deliver learning programmes and support individual pupils, small groups (and whole classes during the short term absence of teachers)

**Specific Duties**

- To have knowledge of the EYFS curriculum, the areas of learning and the ‘broad phases’ of child development.
• To understand the role of the adult in EYFS and be able to provide and implement appropriate learning opportunities.

• To be able to observe and record significant milestones as appropriate to children’s learning and development.

• To be able to work as part of a team, communicating effectively and sensitively with children and adults.

Main Duties

Support for pupils

1. To work with groups of children under the supervision of the teacher including the implementation the delivery of programmes of work and implementation of ILPs

2. Use specialist (curricular learning) skills/training/experience to support pupils

3. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs

4. Promote the inclusion and acceptance of all pupils

5. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities

6. Promote independence and employ strategies to recognise and reward achievement of self reliance

7. Give regular feedback on children’s progress to the class teacher and file records

8. Provide feedback to pupils in relation to progress and achievement

9. Attend to children’s personal needs, including minor first aid and provide advice on pastoral, social health, physical hygiene and welfare matters.

Support for Teachers

10. Under the direction of the teacher prepare the classroom for lessons, including creating and mounting display work and clear the classroom afterwards, as appropriate.

11. Work in a team with the class teacher giving regular feedback on children’s progress to the class teacher and file records.

12. Contribute to the planning cycle, managing and preparing resources, evaluating and adjusting lessons/work plans as directed by the teacher
13. Be responsible for keeping and updating records, information and data, producing analysis and reports as required

14. 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

15. Undertaking marking of pupils’ work and accurately record achievement/progress

16. Administer and assess routine tests and invigilate exams

17. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required

18. Provide specialist advice and guidance (e.g. Art/Music) as required

19. Liase with parents/carers, schools and establish constructive relationships and communicate with other relevant bodies to support achievement and progress of pupils (this includes attendance at parents meetings)

20. Contribute to the development and implementation of appropriate behaviour management strategies

21. Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives

**Support for the Curriculum**

22. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs, including assessment

23. Use effective time management to help contribute to the development of lesson/work plans

24. Provide Curriculum / resource support and undertake programmes including those linked to local and national learning strategies

25. Support the use of ICT in learning activities and develop pupils’ competence and independence in its use

26. Assist pupils to access learning activities through specialist support. Provide specialist intervention strategies to individual or groups of children.

27. Determine the need for, prepare and maintain general and specialist equipment and resources
Support for the School

28. Ensure strategic processes are complied with in order to overcome barriers to learning, including eg behaviour management strategies

29. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff

30. Accompany teachers and pupils on educational visits

31. Assist in maintaining high standards of health and safety at all times.

32. Maintain good relationships with colleagues and work together as a team.

33. Assist in the supervision of classroom and outdoor activities.

34. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

35. Contribute to the overall ethos/work/aims of the school.

36. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

All elements of Specified Teaching Work undertaken by the postholder will be within the framework of the school’s Scheme of Supervision in line with the 2003 Regulations and (amended Regulations 2007. In addition to HLTA’s, the Regulations cover other groups of support staff who undertake ‘specified work’ at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out ‘specified work’. Where more demanding aspects of ‘specified work are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the headteacher should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.

A teaching assistant Level 3 may be called upon to provide cover for whole classes e.g. to cover short term teacher absence. During the cover periods, there will be a requirement for the teaching assistant to carry out specified work such as planning, preparation, assessment and reporting.

The Teaching Assistant must carry out his or her duties with full regard and commitment to the Governing Body and City Council Policies.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.
Manchester City Council / Higher Openshaw Community School

Person Specification

Teaching Assistant – Level 3

For this job we are looking for:

- Experience of working with or caring for children of a relevant age (EYFS/KS1)
- Experience of working with pupils with additional needs
- Numeracy/literacy skills (at a level equivalent to GCSE Grade C)
- NVQ Level 3 for Teaching Assistants or equivalent qualification or experience
- Willingness to participate in training, performance management and self evaluate learning needs and actively seek learning opportunities
- Training in the relevant learning strategies and /or in a particular curriculum or learning area, e.g. bilingual
- Ability to relate well to children and adults
- Ability to work as part of a team
- An understanding of the role of the Teaching Assistant and other professionals working in the classroom
- Ability to use relevant technology eg photocopier / ipad / interactive whiteboard
- Effective use of ICT to support learning, particularly when providing intervention programmes.
- Full working knowledge and understanding of national/foundation stage curriculum and other basic learning programmes/strategic processes and barriers to learning
- Understanding the principles of child development and learning processes
- Ability to organise, motivate and lead a team (of TAs)
- Knowledge of strategic processes and barriers to learning, including e.g behaviour management strategies
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Willingness to undertake first aid training as appropriate
**Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work. Ability to resolve any disputes in a professional manner.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

Use own personal initiative to resolve low level issues.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.

Personal commitment to continuous self-development.

A commitment to continuous service improvement.

Be willing to consent to and apply for an enhanced disclosure to a CRB (Criminal Records Bureau) DBS check.