

JOB DESCRIPTION

Job Title: Teaching Assistant (Support and Delivery of Learning) with First Aid Level 3

Grade: 7

Salary: SCP 24 – SCP 28

Conditions of Service: Support Staff Contract of Employment

Responsible to: Principal

Statement of Purpose

Under the direction of a teacher, to use special knowledge and experience to provide appropriate support to pupils in relation to their individual abilities. Work may be carried out in the classroom or outside the main teaching area. To assist teacher in the following:

Support to Pupils

- Provide pastoral support to pupils within the school environment.
- Provide structured support, including tutorial support, in accordance with specific work programmes designed and supervised by individual teachers.
- Use specialist knowledge/experience to provide appropriate support to pupils in relation to their individual needs, e.g. behaviour management strategies.
- To contribute to raising standards by ensuring high expectations are set for pupils.
- Involvement in the development and implementation of Individual Education/Behaviour/Support/Mentoring plans.

Support for the Teacher

- To act as Cover Supervisor during teacher absence under the direction of a teacher/designated member of staff. Cover will be in accordance with the nationally agreed protocols and as provided for in the Education Act 2002. (The role of Cover Supervisor will be to supervise and take sole responsibility, for short term cover only, for a class/group who are undertaking preplanned work or where pupils are able to undertake effective, self directed learning¹.)
- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Undertake marking of planned work.
- In conjunction with teacher, record pupils' progress, provide feedback to appropriate education professionals, e.g. LEA officers, Ofsted Inspectors.
- To support the teacher to develop appropriate learning plans to raise achievement.
- Co-ordinate and organise pupils attending extra curricular activities/work experience or other out of school activities under guidance of teacher.

- Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.

1 Please see WAMG guidance notes on cover supervision. A cover supervisor will contribute to the delivery of learning, but will not be expected to deliver lessons unless guidance and supervision is available from a suitably qualified member of staff. The Headteacher must be satisfied that the postholder has the skills, expertise and experience to undertake the cover role.

Support for the Curriculum

- Contribute to curriculum planning, evaluation and implementation.
- Contribute to development of school policies and procedures by participation in working groups.
- The development, preparation and dissemination of appropriate materials.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

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Support to First Aid

- To administer first aid to students, staff and visitors as required.
- To liaise with parents/carers over student medical and first aid issues.
- To ensure care plans are regularly updated and information is current and made available to teaching staff with regard to trips/school activities.
- To liaise with school health service over arrangements for medical inspections, inoculations, etc.
- To be responsible for the medical room, first aid boxes around the school and the ordering of supplies.
- To be responsible for medicine, which students need to take in school.
- Maintain records of first aid administered and school accident book.
- Liaise with Curriculum Support Co-ordinator over students with specific medical needs.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Provide support to the Senior Teaching Assistant – Level 4 in the provision OF development activities for other TA's in school.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.¹
- Participate in training and other learning activities and performance development as required (see footnote 1).
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Recognise own strengths and areas of expertise and use these to advice and support others.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

| Minimum Criteria for Two Ticks * | Criteria | Measured by APP/I/ASS |
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| | Experience <ul style="list-style-type: none"> • Three years experience of working to support children’s learning gained in a relevant environment. | APP/I |
| | Qualifications/Training <ul style="list-style-type: none"> • Very good numeracy/literacy skills equivalent to GCSE grade C and above. • NVQ 3 for Teaching Assistant (or recognised equivalent qualification). • Full First Aid Certificate | APP/I |
| | Knowledge/Skills <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice. • An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation. • In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. • Understanding of principles of child development and learning processes. • Ability to plan effective actions for pupils at risk of underachieving. • Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. | APP/I |
| | Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. | APP / I |

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| | <ul style="list-style-type: none"> • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | |
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MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 02/03/2021