**Broughton Jewish Cassel Fox Primary School**

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| **Post title: Teaching Assistant – Level 3**  |
| **Grade** | Grade 2C | **Staff** **responsibility:** | Line Management of TA1/TA2’s |
| **Scope of Work – appropriate for this post:**Working under guidance: provide support in addressing the needs of pupils who need particular help to overcome barriers to learning. To be responsible for supervising the work, development and performance of level 1 and level 2 Teaching Assistants, and giving appropriate guidance and support.. |
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| **Accountabilities/Responsibilities – appropriate for this post may include:****Support for Pupils**1. Provide pastoral support to pupils.
2. Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.
3. Attend to pupils’ personal needs and provide advice to assist in their social, health and hygiene development.
4. Participate in comprehensive assessment of pupils to determine those in need of particular help.
5. Assist the teacher with the development and implementation of Individual Education / Behaviour / Support / Mentoring plans.
6. Support provision for pupils with special needs.
7. Establish productive working relationships with pupils, acting as a role model.
8. Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
9. Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
10. Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance.
11. Challenge and motivate pupils, promote and reinforce self-esteem.
12. Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

**Support for Teacher**1. Liaise with families, other schools and other relevant bodies to gather pupil information.
2. Support pupils’ access to learning using appropriate strategies, resources etc.
3. Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
4. Monitor and evaluate pupils’ responses and progress against action plans through observation and planned recording.
5. Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence.
6. Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
7. Assist in the development and implementation of appropriate behaviour management strategies.
8. Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
9. Assist in the development, implementation and monitoring of systems relating to attendance and integration.
10. Clerical/admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc. making phone calls etc.

**Support for the Curriculum**1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
2. Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
3. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

**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 schools.
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. Assist in the supervision, training and development of staff.
9. Implement planned supervision of pupils out of school hours.
10. Supervise pupils on visits, trips and out of school activities as required.
11. The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.
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| **Contract Details** | To be confirmed |
| **Conditions** | The person appointed will be expected to be available to manage lettings on some evenings and occasional weekends. Flexibility will be required in relation to working hours so that these fit in with the schools needs. |
| **Hours of Duty** |  *To be confirmed* *Daily working pattern may be subject to change to meet the needs of the school.**The post holder may, on occasions, be required to undertake paid overtime outside of normal school hours with due notice.* |
| **Additional :** | To support and demonstrate a commitment to the distinctive Jewish ethos of the school. |

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

Broughton Jewish Cassel Fox is committed to protecting and promoting the welfare of children.

**KEY QUALIFICATIONS/KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS**

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| Experience: | * Experience of working with children of relevant age.
* Experience of working with pupils with additional needs.
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| Qualifications/Training: | * Very good Numeracy/literacy skills (equivalent to NVQ 2 in English and Maths).
* NVQ 3 for Teaching Assistants or equivalent qualification or experience.
* Where designated to work in a particular curriculum area, to work towards NVQ 2 in that subject area.
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| Knowledge/Skills: | * Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
* Working knowledge of national curriculum and other relevant learning programmes.
* Understanding of principles of child development and learning processes and in particular, barriers to learning.
* Ability to plan effective actions for pupils at risk of underachieving.
* Full understanding of the range of support services/providers.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Ability to relate well to children and adults.
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
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