

**Post title:** Teaching Assistant – Level 3

**Salary and grade:** NJC 12-19 Actual Salary £25,078 - £28,115

**FTE:** £28,598 - £32,062



**Line manager/s:** Class Teachers, SLT, The Governing Body

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### **Main purpose of the job:**

*To work under the guidance of Teaching staff and/or Higher Level Teaching Assistant to implement agreed work and care programmes with individuals / groups in and out of the classroom, or on hospital wards. This may include the use of detailed and specialist knowledge derived from enhanced training relating to feeding and care needs in particular areas. It will involve assisting the Teacher in the whole planning cycle and with the management / preparation of resources.*

*The postholder may also supervise whole classes during the absence of Teachers, when the primary focus will be to maintain good order and to keep pupils on task. The postholder will need to respond to questions and generally assist pupils to undertake set activities.*

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### **Key duties and responsibilities**

#### **Duties and responsibilities:**

##### **Support for pupils:**

- Use specialist skills / training / experience to support pupils in their personal care and health needs.
- Assist with the development and implementation of Individual Education and Care plans.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations for others.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback on pupils in relation to progress and achievement.

##### **Support for the Teacher:**

- Work with the Teacher to establish an appropriate learning environment and personal care regime.
- Work with the Teacher in lesson and care planning, evaluating and adjusting lesson / care plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities and care needs through observation and planned recording of achievements against pre-determined learning activities.

- Provide objective and accurate feedback and reports, as required, to the Teacher, on pupil achievement, progress, well being and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records and care plans, as agreed with the Teacher, contributing to reviews of systems / records as requested.
- Undertake marking of pupils' work and accurately record achievement / progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with Parents / Carers as agreed with the Teacher within your role / responsibility and participate in feedback sessions / meetings with Parents / Carers.
- Administer and assess routine tests and invigilate exams / tests.
- Provide general clerical / administrative support, e.g. administer coursework, produce worksheets for agreed activities etc.

### Support for the Curriculum:

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
- Implement local and national learning strategies, e.g, Literacy, Numeracy, KS4, 6<sup>th</sup> Form, Early Years.
- Make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### Support for the School:

- 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 in accordance with policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the Teacher, to support achievement and progress of pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

### **Additional duties:**

As appropriate, the post holder's duties must be carried out in compliance with the following:

- Equal Opportunities Policy and Strategy;
- Information and Data Security Policies;
- ESFA's Financial Regulations as set out in the Academy Handbook;
- Health and Safety at Work Act (1974) (and subsequent health and safety legislation);
- Data Protection Act 2018;
- Information Records Management Toolkit for Schools.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

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### **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 help us to apply our general statement of health and safety policy.

### **Safeguarding**

Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.

## Person Specification

		Essential	Desirable
<b>Qualifications &amp; Skills</b>	NVQ Level 3 or equivalent qualification in childcare or education.		•
	At least GCSE (C or above) or equivalent in Maths and English	•	
	At least 2 years' experience in a school environment working with national curriculum or other strategies.	•	
	Ability to relate well to children, young people and adults.	•	
	Ability to work with students that present challenging behaviour.	•	
<b>Knowledge &amp; Experience</b>	Experience of working with children and young people with special needs in a school setting	•	
	Experience of working with children and young people with profound and multiple learning difficulties.		•
	Experience in positive behaviour management	•	
	Knowledge and experience of using a range of computer applications and ICT to support teaching and learning.	•	
	Understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	•	
	Basic knowledge and understanding of health and safety, including the ability to identify and minimise risks.		•
	A good understanding of the National Curriculum, Early Years Foundation Stage Curriculum, accreditation or other basic learning programmes and strategies.	•	
	A good understanding of child development.	•	
	A knowledge of Individual Education Plans.	•	
	Willingness to supervise whole classes occasionally during the short-term absence of a teacher.	•	
<b>General</b>	To undertake the role of Key Worker and support the planning and implementation of personalised programmes.	•	
	Moving and handling training.		•
	First aid training.		•
	A criminal records check at enhanced level	•	
	Exempt from the Rehabilitation of Offenders Act 1974	•	