Post title:	**Level 3 Teaching Assistant**
Salary and grade:	NJC 15-20 £30,024 - £32,597 FTE (pro rata to number of hours worked)
Hours:	34 hours per week – term time only
Line manager/s:	Class Teacher/Senior Leadership Team

Main purpose of the job:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities.

Key duties and responsibilities

Responsible to the Class Teacher and Senior Leadership Team for providing support to pupils, the Class Teacher, the curriculum and school.

Support for Pupils

- Attend to the pupils' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and provide support for pupils with special needs, ensuring their safety and access to learning.
- Assist with the development and implementation of EHCP's and behaviour plans.
- Establish constructive relationships with pupils and interact with them according to their individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the Class Teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- When supervising whole classes, ensure staff are supporting pupils with their personal needs and implementing personal programmes including social, health, physical, hygiene, first aid and welfare matters

Support for Teacher

- Create and maintain a purposeful, orderly and supportive environment, and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- Provide regular and detailed feedback to teachers on pupils' achievement and progress.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents and carers.
- Provide clerical and administration support e.g. photocopying, typing, filing, supporting with evidence collecting and displaying.

Support for the Curriculum

- Undertake structured and agreed learning activities, adjusting activities according to pupil needs as appropriate.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher.
- Help the class team with the preparation, maintaining and use equipment and resources required to meet the lesson plans and relevant learning activity and assist pupils in their use.

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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Willingness to undertake Key Working training and responsibilities associated with this role if required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Other Duties

- Other such reasonable duties as determined and delegated by the Class Teacher, Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.

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 Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	NVQ Level 3 or equivalent qualification in childcare or education	•	
	At least GCSE (C or above) or equivalent in Maths and English	•	
Experience	At least 3 years' experience of working with children and young people with Special Educational Needs and Disabilities	•	
	Experience of working with national curriculum and other strategies in a school environment	•	
Thinking Ability	A passion for working with children and young people with Special Educational Needs	•	
	Hold high expectations for children and young people's learning and achievement	•	
	An understanding of relevant policies and awareness of relevant legislation	•	
	An understanding of national and foundation stage curriculums and accreditation	•	
	An understanding of child development	•	
	An understanding of Individual Education Plans	•	
	Ability to review learning needs and actively seek learning opportunities	•	
	Knowledge and experience of using a range of computer applications, technology and ICT to support teaching and learning.	•	
	Awareness of the need to maintain confidentiality	•	
Personal Effectiveness	Good communication skills	•	
	Good interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to manage own time, prioritise tasks and proven organisational skills	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Passionate and enthusiastic about making a difference	•	
	Child-centred and committed to achieving the best outcomes for pupils	•	
	Ability to work with children and young people that present challenging behaviour	•	
	Ability to form respectful and trusting relationships with a range of people including parents and carers	•	

		Essential	Desirable
	Capacity to motivate, inspire and challenge children, young people, self and others	•	
General	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	An understanding of and commitment to equal opportunities	•	