

JOB DESCRIPTION

Teaching Assistant Level 3	
Scale	H – Points 17 to 22
Hours	Hours to be agreed
Section	Support Staff
Responsible to	SENCO
Responsible for	This position has no direct responsibility for line management.

Job Purpose	Working with delegated authority and under the overall direction of SLT or SENCO, hold a senior role within the teaching assistant field of work, contribute to whole school policy development and Either lead a team of teaching assistants or have a lead responsibility for co-ordination of a whole school activity or policy.
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Duties & Responsibilities	The post has considerable impact on the well-being of individuals or groups through contributing to the assessment of pupil need and progress and the development and implementation of plans and providing support to pupils with additional personal/special needs.
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<p>Curriculum support:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apply considerable depth of knowledge and understanding of a relevant area of the curriculum or age range or SEN, in supporting teaching, learning and development of pupils <input type="checkbox"/> Be involved in and contribute to whole school policy development <p>Pupil support:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use specialist knowledge, expertise, training to provide appropriate and differentiated support to pupils <input type="checkbox"/> Support families to respond to children's' needs <p>Teacher support:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support SLT in guiding the work of support staff (eg TA1/2, MDS, volunteers) <input type="checkbox"/> Observe and promote pupil performance and development <input type="checkbox"/> Co-ordinate and organise pupils attending extra-curricular activities <p>School/service support:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Model good practice and contribute to planning and delivery of INSET to others who support pupils <input type="checkbox"/> Support children and families through home visiting

- Be able to work in a variety of school settings and at different key stages
- Either** - Manage a team of teaching assistants, provide leadership, contribute to their performance management, allocate and check work, provide learning opportunities **Or** Take lead responsibility for co-ordination of a whole-school activity or policy
- There will be some duties including lunchtime supervision as part of this role and a willingness to undertake First Aid training as required.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust
- Participate in the school's appraisal process.
- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies.
- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
- Perform any other reasonable tasks within the range of the salary grade

PERSON SPECIFICATION

Training and Qualifications and Likely Abilities

- Hold a recognised and relevant qualification at NVQ level 3 (or equivalent) or have evidence of equivalent knowledge and experience.
- Minimum GCSE (or equivalent) English and Maths at grades A-C
- Have a detailed understanding of at least one area of the curriculum / age range.
- Have considerable experience of working to support children/pupils learning Have detailed understanding of schools' policies and how they relate to local and national framework / policies for learning.
- Have understanding of and experience of ICT as a learning tool and be able to use this in the classroom
- Have good communication and listening skills and be able to present information verbally and in writing to others.
- Able to take responsibility for an area of learning/development
- Able to organise and lead activities for parents and/or children Able to supervise and train NVQ or work experience students
- Where managing a team of staff – have sound staff supervision and management skills Relates well to children, parents, staff and other professionals
- Able to exercise initiative and independent action Be pro-active in offering ideas and contribute to whole school review
- Able to adapt teaching styles to the needs of groups or individual pupils

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES