



## **JOB DESCRIPTION**

### **SG18- CFS Teaching Assistant – Supporting and Delivering Learning (Level 3)**

**Band: 4**

**Responsible to:** Class Teacher / Headteacher

**Job Purpose:** To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes for individuals and groups, in or out of the classroom. This could include using specialist knowledge to support the teacher in the whole of the planning cycle and the management and preparation of resources. Staff, on occasions, may also be required to undertake whole class supervision during the short-term absence of a teacher. The primary focus will be to maintain good order and to keep pupils on task. Staff involved in cover supervision will be expected to respond to pupils' questions and generally support pupils in learning activities.

#### **Duties and key result areas:**

##### **Support for Pupils**

1. Use specialist skills, training, or experience to support pupils learning.
2. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
3. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
4. Encourage children to play and interact with one another.
5. Encourage children to engage in, and participate in learning activities lead by the class teacher.
6. To have challenging expectations that encourages children to act independently and build self-esteem.
7. Provide feedback to pupils in relation to progress and achievement.

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

1. Work with the teacher to establish an appropriate learning environment.
2. Work with the teacher in lesson planning, evaluating and adjusting the lesson plan as appropriate.
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed pre-determined, learning objectives.
4. Provide the teacher with accurate and objective feedback on pupil progress and other matters, ensuring the availability of supporting evidence.
5. Undertake the maintenance of pupils' records and accurately record achievement.
6. Support the teacher in the management of pupil behaviour.
7. Gather information from parents and carers as directed.
8. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.
9. Undertake the routine marking of pupils' work e.g. spelling tests / maths tests etc.
10. Provide the class teacher with clerical and admin support, particularly:
  - undertaking bulk photocopying
  - word processing
  - filing
  - collecting money
  - administering course work

##### **Support for the Curriculum**

1. Implement agreed teaching programmes, adjusting activities according to pupil responses and needs.
2. Help pupils to understand instructions.
3. Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
4. Support the use of ICT in learning, further developing pupils' independence and competency.
5. Help pupils access learning activities through specialist support.
6. Determine the need for, prepare, and maintain equipment and resources required to meet learning activities and assist pupils in their use.

## **Support for the School**

1. Comply with all school policies relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
5. Attend and participate in regular meetings
6. To undertake other duties and responsibilities as required commensurate with the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



## PERSON SPECIFICATION

**Post Title: SG18 – CFS Teaching Assistant – Supporting and Delivering Learning (Level 3)**

<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Qualifications</b>	
<p>Very good numeracy and literacy skills.</p> <p>NVQ Level 3 for Teaching Assistants or equivalent qualifications.</p> <p>Participated in training related to various national strategies e.g. RWI / Talk for Writing / Numicon / Talk-boost etc.</p>	<p>Paediatric First Aid Certificate or equivalent.</p> <p>Thrive Practitioner.</p>
<b>Experience</b>	
<p>Experience supporting the relevant age range.</p> <p>Willingness to participate in development and training opportunities.</p>	<p>Experience across EYFS / KS1 and KS2.</p>
<b>Skills and Competencies</b>	
<p>Experience of using ICT.</p> <p>Ability to use other types of learning technology.</p> <p>Good understanding of the principles of child development and the learning.</p> <p>Can actively self-evaluate learning needs and seek out learning opportunities.</p> <p>Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</p>	<p>Experience of managing Emotional Literacy.</p> <p>Proactive and can offer solutions.</p> <p>Experience of training / supporting apprentices and TA students.</p>
<b>Physical, mental and emotional demands</b>	
<p>Resilient and hardworking.</p> <p>Good time management.</p> <p>Supportive team player.</p>	<p>Previous experience of SEND support and 1 to 1 curriculum planning.</p>
<b>Other</b>	
<p>Understanding of Safeguarding and personal responsibilities.</p> <p>Understanding of codes of practice and recent relevant education.</p>	<p>Prevent Training complete.</p> <p>Child Protection Training Complete.</p>

Assessment methods; Application form, interview and references.