

NEWLANDS GIRLS' SCHOOL: JOB ACCOUNTABILITIES

Name:

Job Title: Teaching Assistant Level 3	Job number: ED0846
Salary Scale: From Scale 3: Point 5 to 6, FTE £25263 - £25685	Actual Salary: £16,184 - £16,455

JOB PURPOSE

- To assist the classroom teacher in the provision of learning and educational opportunities for pupils
- Provide support to a child / group of children so that they can access the curriculum and the school site

SCOPE OF JOB (Budgetary/resource control, impact)

- Working with children can be emotionally demanding
- Having access to confidential information
- Working with groups of children
- Working on a one-to-one basis with children

POSITION WITHIN UNIT STRUCTURE

- Reports to the SENDCo.
- Whilst in the classroom will operate under the direction of the classroom teacher

KNOWLEDGE, SKILLS & EXPERIENCE

- Training (provided)
- Good levels of literacy and numeracy
- Good computer skills with Word and Excel
- Ability to relate sympathetically to children
- Be self-motivating and motivate others
- Understand the educational aims and objectives of the school
- Commitment to ongoing training and development
- Possess excellent communication skills
- Have sound understanding of child protection issues (training provided)

JOB ACCOUNTABILITIES

- Assisting in identifying and resolving barriers to learning
- Under the direction of the teacher, provide support to individual students / small groups of students in the completion of a wide range of learning activities, so that they achieve the task for that session
- Support independent learning and inclusion of all students to maximise student potential
- Support the teacher in behaviour management and keeping students on task in line with the school behaviour policy
- Be creative and flexible in developing a relationship with students to support their individual needs
- Working with identified students on their individual learning plans and liaising with teachers as required
- Implementing a student's therapy / care plan as outlines in the EHCP / Therapy reports which could include Physiotherapy / Occupational Therapy / Speech and Language / Personal care
- Support students during exam periods including facilitation of access arrangements
- Assisting on educational trips
- Assisting with the day-to-day administration of the department as and when required
- Participation in professional development opportunities
- Completing a staff duty during the week

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	GCSE English and Maths or equivalent		Exam certificates
Job Competence summary (knowledge, skills, abilities, experience)	A satisfactory enhanced DBS check	Previous experience working with children	Professional References Online DBS completed by school after interview
This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the School's English language fluency standard applies.	The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.		The competent answering of interview questions in English.

This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

Every job description will be subject to review on an annual basis, or

- as a result of a change in strategic management, or
- as a result of a team/operational requirement, or
- as a result of agreed staff development needs and objectives.

Signed: _____

Date: _____

Line Manager: _____

Date: _____