

# Teaching Assistant Level 3

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WALNUTS SCHOOL

Headteacher: Mr J Budd

WALNUTS SCHOOL | Admiral Drive, Hazeley, Milton Keynes, MK8 0PU



## Job Description

### Purpose of job

Support access to learning for pupils and provide general support to the teacher in the management of pupils, both in and out of the classroom.

Under the guidance of the Head Teacher, manage the deployment and supervision of Teaching Assistants (Levels 1 and 2) and other classroom support staff throughout the school.

### Key Objectives

1	Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2	Provide short term ad-hoc cover supervision of classes
3	<b>Class TA:</b> Under the guidance of the Class Teacher, support the deployment, professional development and supervision of Teaching Assistants (Level 1 & 2) <b>Specialist:</b> Provide specialist support for pupils in given area, e.g. Communication, Behaviour & Stress
4	Assess, record and report on development, progress and attainment as agreed with the teacher
5	Support pupils in social and emotional well-being, reporting problems to the teacher, as appropriate
6	Supervise individuals and groups of pupils throughout the day, including supervisions in the classroom, playground and dining areas
7	Escort and supervise pupils on educational and out of school activities
8	Level 3 duties may be considered to include any individual tasks listed at Level 1 or 2 when necessary and instructed by the class teacher

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

## Scope

- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Work with pupils not working to the normal timetable
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Work is normally carried out in the classroom or similar environments, which may sometimes involve exposure to noise or other unpleasant conditions
- **Class TA:** Under the guidance of the Class Teacher, support the work of all Teaching Assistants in the class by scheduling rotas, managing temporary absences, dealing with escalated administrative issues, providing feedback on performance and development as required and other appropriate supervisory duties
- **Communication TA:** Under the direction of class teacher and guidance of therapy team, manage all class communication programmes, ensuring they are updated for specific topics as required, check consistency of application of the programmes, keep records of progress towards targets and outcomes as set by the teacher and therapists
- **Behaviour & Stress TA:** Under the guidance and direction of the Behaviour & Stress Lead, as well as, the Behaviour & Stress HLTA for the department, complete wellbeing and targeted behaviour & stress interventions, respond to challenging situations as called on the radio

## Work Profile

- Work with the teacher/HLTA in lesson & session planning, evaluating and adjusting lessons/work plans as appropriate
- Prepare and present displays
- Invigilate exams and tests if required
- Attend to pupil's personal needs and implement related personal programmes, including social, specific medical needs, physical hygiene and welfare matters with appropriate training/support
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times
- 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.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

## Person Specification

Skills and Knowledge			Level	Assess by;
<b><u>A</u>ttainable</b>	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<b><u>A</u></b>	A Application I Interview T Testing R Reference
<b><u>D</u>esirable</b>	Applications will be preferred from candidates with the denoted qualifications or experience		<b><u>D</u></b>	
<b><u>E</u>ssential</b>	Applicants without the denoted qualifications or experience will not be considered for this role		<b><u>E</u></b>	
<b>Qualifications</b>	NVQ3 for Teaching Assistants or equivalent qualifications or experience	X		A
<b>Skills / Experience</b>	Experience of staff management and supervision in a school environment		X	A
	<b>Specialist TA role:</b> Experience and additional training in specialist area	X		A
Competencies			Level	Assess by;
<b><u>A</u>wareness</b>	Demonstrable aptitude and ability to develop in the particular work area		<b><u>A</u></b>	A Application I Interview T Testing R Reference
<b><u>S</u>ignificant</b>	Clear competence in the work element sufficient for all role requirements		<b><u>S</u></b>	
<b><u>E</u>xtensive</b>	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<b><u>E</u></b>	
<b>Planning and organising work</b>	Ability to plan and implement learning programmes in conjunction with the class teacher	X		I,R
<b>Planning capacity and resources</b>	Managing the deployment and performance of other TAs and support staff within the school	X		I,R
<b>Influencing and interpersonal skills</b>	Ability to relate well to children, parents, teaching staff and other colleagues.	X		I,R
	Establish productive working relationships with pupils and promote inclusion and acceptance of all pupils	X		I,R
<b>Using initiative</b>	Adapting programmes to suit individual pupils and circumstances and identifying innovative approaches to learning activities and personal development, or care needs		X	I,R
<b>Working independently</b>	Ability to manage the classroom in the absence of the class teacher, maintaining appropriate behaviour and delivering learning activities in accordance with agreed plans	X		I,R
<b>Managing people</b>	Managing Teaching Assistants and other support staff.	X		I,R
<b>Managing resources</b>	Assisting with classroom set up. Use and safe keeping of classroom equipment and apparatus	X		I,R
	Managing information resources in relation to pupils and TA staff		X	I,R
<b>Managing risk</b>	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	X		I,R
<b>Managing oneself</b>	Awareness of opportunities for professional self-improvement		X	I,R

## How to apply

To apply for this post, please complete the Milton Keynes application form and write a letter supporting your application.

Please note that the application form must be completed in full and signed. It is not sufficient to substitute a CV for all or any part of the form.

Please speak to Lisa Munro, Head of School, for clarification of any matters in this booklet or if you have queries on how to complete the application form, please speak to Jo Cooper, Business Manager.

**Completed applications should be \*\*\*:**

**Deadline for Applications: \*\*\***

**Shortlisting: \*\*\***

**Interview: \*\*\***

## References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

## Child Protection

The Walnuts School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.