



Level 3 Teaching Assistant

Lanesfield Primary School

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| POST DESIGNATION | LEVEL 3 Learning Support |
| DEPARTMENT | EDUCATION |
| GRADE | GRADE 4 |
| HOURS | As Per Advert |
| SALARY | £24.294 to £25,979 (pro rata) |

Hours specific per week: As per advert

Purpose: under the **direction** and **guidance** of the class teacher actively **support** the delivery of learning that develops skills in pupils at Lanesfield primary.

Planning/ preparation

To refer to daily planning completed by class teacher adapt and complete any part of that planning that requires your contribution, adapting and assessing as appropriate.

Delivery

To implement a defined programme/activity within a specified timescale including provision maps and SEN support.

Monitoring and Assessment

To carry out assessment on learners' progress throughout specific learning activity/programme and adapt where necessary to pupil need.

Resources

To plan, prepare and resource ensuring equipment and materials are available.

Support

To provide support, care and advice to pupils and staff to assist in achieving a collaborative learning process

Administration

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| To carry out and provide administrative and organisational support. |
| Finance To collect and record money brought into the classroom. |
| People management To guide, assist and support junior colleagues, auxiliary staff and volunteers |
| Relationships To communicate with other practitioners and professionals as required and resolve straightforward issues in consultation with relevant pupils, staff and external bodies including parents |
| Record keeping To maintain and contribute to records. |
| The job description can never be fully descriptive and exhaustive of unforeseen circumstances. It is expected that staff will respond to unforeseen circumstances and emergencies as they arise, commensurate with the level of responsibility. The particular duties and responsibilities may be reviewed from time to time at the request of the post holder or head teacher. Any amendments will require the approval of the governing body and consultation with the trade union. |
| Other Duties |
| First Aider |
| Review arrangements |
| This document will be reviewed following the end of year performance management reviews and in conjunction the arrangements stated in the school policy. However either party may raise issues at any time that is appropriate |

| PERSON SPECIFICATIONS Level 3 Teaching Assistant | | |
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| | Essential (e) / Desirable (d) | Assessed by |
| Qualifications ➤ NVQ Level 3. ➤ Minimum GCSE (or equivalent) Maths and English at grade A-C | E D | Application |
| Professional Development ➤ Recent, relevant professional development in current National curriculum. ➤ Evidence of specialist training /experience and other further professional training. | D D | Application Interview |

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| <p>Experience</p> <ul style="list-style-type: none"> ➤ Experience working in a school setting to promote effective teaching and learning. ➤ Full working knowledge of relevant and current education legislation and polices relevant to this post. ➤ Proficient knowledge of IT to support classroom practice including smart and Microsoft office ➤ Experience of assessing pupils for achievement in specific year groups. ➤ Previous experience within an educational environment ➤ Experience of teaching individuals targeted groups and whole class sessions ➤ Full working knowledge of Health and Safety ➤ An understanding of safeguarding and its importance | <p>D D E E D E E E</p> | <p>Application/ interview</p> |
| <p>Skills / Abilities</p> <ul style="list-style-type: none"> ➤ To refer to daily planning completed by class teacher adapt and complete any part of that planning that requires your contribution. ➤ Ability to deliver higher standards of learning support. ➤ The ability to communicate to a high standard with other professionals ➤ Ability to deliver effective behaviour management and deal confidently with a range of daily issues, raised by our children. ➤ Ability to manage, lead, organise and motivate pupils ➤ Ability to plan own work schedule in order to complete tasks and use proven organisational skills with a high level of accuracy and attention to detail ➤ Prioritise, plan and organise a schedule of learning tasks. | <p>E E E E E D</p> | <p>Application/ interview</p> |
| <p>Personal attributes</p> <ul style="list-style-type: none"> ➤ Be committed to continual professional development and work within the school's philosophy and values. ➤ Be flexible and have a sense of humour ➤ A drive to be the best that you can be and support Lanesfield pupils to develop high aspirations. | <p>E D E</p> | <p>Application/ interview</p> |
| <p>Other</p> <ul style="list-style-type: none"> ➤ To demonstrate success in involving parents, governors and the community in the school where appropriate ➤ Be committed to staff development. ➤ Promotion of positive behaviour strategies ➤ An awareness, understanding and commitment to equal opportunities | <p>D E E D</p> | <p>Application/ interview</p> |