

## LEVEL 3 TEACHING ASSISTANT – JOB DESCRIPTION

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**Hours of work: 32.5 hours per week (5 Days) or 26 hours per week (4 days) TTO (39 weeks)**

**Salary FTE: £25,119 plus £1,628 SEN allowance (pro rata)**

**Actual salary: £20,823.20 inc SEN for 5 days, £16,658.56 inc SEN for 4 days**

### MAIN PURPOSE

- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of students including the provision of specialist skills as appropriate.

### DUTIES AND RESPONSIBILITIES

#### Support for Students (either individually or in groups)

- Support the activities of individuals or groups of students. Participate in the education of students.
- Establish and maintain relationships with individual students and groups.
- Contribute to Education and Health Care Plans (EHC) as appropriate.
- Support students during learning activities.
- Promote students' social and emotional development.
- Contribute to the health and well-being of students.
- Support students with special needs (where appropriate to the focus of the role):
  - Sensory and/or physical impairment.
  - Cognition or learning difficulties.
  - Behavioural, emotional and social development needs.
  - Communication and interaction difficulties.
- Support students with literacy and numeracy skills.
- Support students to access the curriculum.
- Attending to the physical and personal care needs of students where appropriate in line with the college's Intimate Care Policy.
- Support students on residential visits and other activities.

#### Support for the Teacher(s)

- Observe and report on student performance.
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of students' behaviour.
- Contribute to maintaining student' records.
- Support the maintenance of students' safety and security.
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.

- Undertake routine marking in line with college policy.
- Provide clerical/admin support, e.g., photocopying, collecting money, administer coursework, produce worksheets, etc.

#### **Support for the College**

- Support the development and effectiveness of team work within the college environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- Review and develop own professional practice.
- Work as required across the curriculum within the college.

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

- Support the use of information and communication technology in the classroom.
- Work as required across the curriculum within the college as appropriate to their training and experience and support students in the work place.
- Individuals have a responsibility for promoting and safeguarding the welfare of students and young people they are responsible for or comes into contact with.
- Ensure their tasks are carried out with due regard to Health and Safety.
- Participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the college:
  - To promote the agreed vision and aims of the college.
  - To set an example of personal integrity and professionalism.
  - Attendance at appropriate staff meetings and progression evenings.
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of The Hive College.

#### **SUPERVISION RECEIVED**

- **Supervising Officer's Job Title:** Executive Principal / Assistant Principal / Teachers
- **Level of Supervision:** Left to work within established guidelines subject to scrutiny by supervisor

#### **Notes:**

This job description may be amended at any time in consultation with the postholder.

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY**

### LEVEL 3 TEACHING ASSISTANT – PERSON SPECIFICATON

#### Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or Exercise

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
<b>EXPERIENCE</b> (Relevant work and other experience)	<ul style="list-style-type: none"> <li>• Experience of supporting young adults in a classroom environment, including those with special educational needs</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>• Experience of using ICT effectively to support students in the classroom</li> </ul>	AF/I
<b>SKILLS AND ABILITIES</b> (E.g. Written communication skills, dealing with the public)	<ul style="list-style-type: none"> <li>• A good standard of education particularly in English and Mathematics</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>• Knowledge of SEN Code of Practice</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>• Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age of the students</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>• Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>• Ability to consistently and effectively implement agreed behaviour management strategies</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that students can understand and relate to</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>• Ability to establish positive relationships with students and empathise with their needs</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>• Ability to demonstrate active listening skills</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>• Ability to monitor the students response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>• Ability to carry out and report on systemic observations of students' knowledge understanding and skills</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• Ability to assist in the recording of lessons and assessment as required by the teacher</li> </ul>	AF/I	
<ul style="list-style-type: none"> <li>• Ability to offer constructive feedback to students to reinforce self-esteem</li> </ul>	AF/I	

	<ul style="list-style-type: none"> <li>• Ability to work effectively and supportively as a member of the college team</li> <li>• Ability to work within and apply all college policies e.g. Behaviour Management, Adult Safeguarding, Health and Safety, Equal Opportunities</li> </ul>	AF/I AF/I
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered by the college, to further knowledge</li> </ul>	AF/I
<b>EDUCATION/ QUALIFICATIONS</b> <small>NB Full regard must be paid to overseas qualifications</small>	<ul style="list-style-type: none"> <li>• NVQ Level 3 for Teaching Assistants or equivalent</li> <li>• GCSE English and Maths Grade C and above (or equivalent)</li> <li>• Good ICT skills</li> </ul>	AF/I AF/I AF/I
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Willingness to maintain confidentiality on all college matters</li> <li>• A flexible and positive attitude</li> <li>• Competent and organised</li> <li>• Patient</li> <li>• Reliable and punctual</li> <li>• Enjoy working with young adults</li> </ul>	AF/I AF/I AF/I AF/I AF/I
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS is essential</li> <li>• This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role</li> </ul>	AF/I AF/I

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