

# THREE TOWERS

## JOB DESCRIPTION

### 1. INTRODUCTION

#### 1.1 NAME OF POST HOLDER

1.2 **JOB TITLE:** L2 Teaching Assistant

1.3 **STATUS:** Temporary

1.4 **JOB PURPOSE:** Under the reasonable direction of the Headteacher, carry out the professional duties of the post.

Work under the instruction/guidance of teaching/senior staff, in the classroom or outside the main teaching area.

Undertake support programmes.

Enable the access to learning for learners.

Assist the teacher in the management of learners in the classroom

Support the aims and objectives of the academy

Carry out any other duties which the Headteacher may reasonably request from time to time

1.5 **Line Management:** Reporting to – Assistant Head  
Responsible for - No line manager responsibility

1.6 **Liaising With:** Headteacher, CLT, relevant teaching and support staff, relevant external agencies and parents/families.

1.7 **Salary Scale:** G3

1.8 **Working Time:** 30 hours per week term time plus 1 week  
(between 8.30am and 3.00pm)

1.9 **Base:**

1.10 **DBS Disclosure Level:** Enhanced

**Dated** January 2016

## **2. SUPPORT FOR LEARNERS**

- 2.1 Supervise and provide particular support for learners, including those with special needs, ensuring their safety and access to learning activities
- 2.2 Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- 2.3 Establish constructive relationships with learners and interact with them according to individual needs
- 2.4 Promote the inclusion and acceptance of all learners
- 2.5 Encourage learners to interact with others and engage in activities led by the teacher
- 2.6 Set challenging and demanding expectations and promote self-esteem and independence
- 2.7 Provide feedback to learners in relation to progress and achievement under guidance of the teacher

## **3. SUPPORT FOR TEACHERS**

- 3.1 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of learners' work
- 3.2 Use strategies, in liaison with the teacher, to support learners to achieve learning goals
- 3.3 Assist with the planning of learning activities
- 3.4 Monitor learners' responses to learning activities and accurately record achievement and progress as directed
- 3.5 Provide detailed and regular feedback to teachers on learners' achievement, progress and problems
- 3.6 Promote good learner behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour
- 3.7 Establish constructive relationships with parents/carers and colleagues in other academy setting
- 3.8 Administer routine tests and invigilate exams and undertake routine marking of learners' work
- 3.9 Provide clerical/admin support, for example, photocopying, basic typing, filing, money, administer coursework

## **4. SUPPORT FOR THE CURRICULUM**

- 4.1 Deliver structured and agreed learning activities/teaching programmes, adjusting activities according to learner responses
- 4.2 Deliver programmes linked to local and national strategies, for example, literacy, and numeracy, recording achievement and progress and feeding back to the teacher

- 4.3 Support the use of ICT in learning activities and develop learners' competence and independence in its use
- 4.4 Prepare, maintain and use those resources required to meet the relevant learning activity and assist learners in their use

**5. SUPPORT FOR THE ACADEMY**

- 5.1 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
- 5.2 Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop
- 5.3 Contribute to the overall ethos/work/aims of the academy
- 5.4 Appreciate and support the role of other professionals
- 5.5 Attend and participate in relevant meetings as may be reasonably directed
- 5.6 Participate in training, other learning activities and performance management as may be reasonably directed
- 5.7 Assist with the supervision of learners out of lesson times, including before and after academy as may be reasonably directed
- 5.8 Accompany teaching staff and learners on visits, trips and out of academy activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- 5.9 Be a designated first aider.

**6. SIGNATURES**

The academy will make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but can be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....

Dated .....(Teacher)

Signed .....

Dated ..... (Headteacher)

## TRAINING AND QUALIFICATIONS

	Essential	Desirable
Minimum 3 GCSEs Grade C including Mathematics and English or equivalent qualification	✓	
Basic level of ICT skills to include word processing	✓	
Positive handling training undertaken or willingness to undertake the training	✓	
Valid First Aid certificate or willingness to achieve	✓	
Enhanced CRB clearance	✓	
Willingness to undertake further relevant Teacher Assistant training		✓

## EXPERIENCE

Experience of dealing successfully with learner issues		✓
Experience of working with challenging children/young people	✓	
Experience of working and interacting with children of a relevant age and or learning need	✓	

## KNOWLEDGE AND UNDERSTANDING

Knowledge of basic health and safety	✓	
Basic knowledge of how to use ICT to support learning	✓	
Knowledge of the national curriculum and other basic learning programmes		✓
Basic understanding of relevant policies, codes of practice and awareness of relevant legislation including safeguarding procedures/policies		✓
Basic understanding of child development and learning processes		✓
Understanding of the confidentiality needed when working in an educational setting	✓	
Basic understanding of educational issues	✓	

## PROFESSIONAL ABILITIES

Ability to communicate effectively with learners and adults	✓	
Ability to work in accordance with the academys health and safety policies	✓	
Ability to work as a supportive team member	✓	
Ability to work closely with both learners and adults	✓	
Ability to work independently but under supervision	✓	
Ability to deal with minor injuries	✓	

## PERSONAL ABILITIES, SKILLS, COMPETENCIES AND ATTRIBUTES

Have a high degree of organisational ability	✓	
Demonstrate self-confidence, personal impact and presence	✓	
Demonstrate resilience, reliability, integrity, professionalism, diplomacy and enthusiasm	✓	
Have a sense of humour	✓	
An excellent record of attendance and punctuality	✓	
Commitment to uphold and model the values and vision of the academy	✓	
Demonstrate an empathy with learners	✓	