

JOB DESCRIPTION	JD no: 46	JD no: 46
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Job Details	
Post Title	Teaching Assistant — Level 3 1 to 1
Responsible to	Line Manager
Purpose of job	
To support children, including a child with complex needs and ASD in Year 2	
Responsibilities	
<ol style="list-style-type: none"> 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. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher. 3. Assess, record and report on development, progress and attainment as agreed with the teacher. 4. Support pupils in social and emotional wellbeing, reporting problems to the teacher and/or Designated Senior Lead as appropriate and in line with established procedures. 5. Select and adapt appropriate resources/methods to facilitate agreed learning activities. 6. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate. 7. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required. 8. Teaching assistants in this role are expected to undertake at least one of the following: <ol style="list-style-type: none"> a) Provide specialist support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties. b) Provide specialist support to pupils where English is not their first language c) Provide specialist support to gifted and talented pupils. d) Provide specialist support to all pupils in a particular learning area (e.g. IT, literacy, numeracy). <p>Individuals in this role may also undertake some of the following:</p> <ol style="list-style-type: none"> 1. Be involved in planning, organising and implementing individual development plans for pupils, including attendance at, and contribution to, reviews. 2. Supervise the work of other support staff/trainees. 3. Provide short term cover supervision of classes. 4. Be responsible for the preparation, maintenance and control of stocks of materials and resources. 5. Invigilate exams and tests. 6. Escort and supervise pupils on educational visits and out of school activities. 7. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas. Work with pupils not working to the normal timetable. 8. Assist pupils with eating, dressing and hygiene, as required. 	

Assessment and Reporting
<ul style="list-style-type: none"> Standard of work will be assessed by the Line Manager and as such the Teaching Assistant — Level 3 will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.
Student Care Role
<ul style="list-style-type: none"> The Teaching Assistant — Level 3 will follow the Trust's procedures for student contact & welfare. All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.
Training and Development
<ul style="list-style-type: none"> Training and development will be given to ensure that the Teaching Assistant — Level 3 is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.
Communication
<p>The Teaching Assistant — Level 3 will:</p> <ul style="list-style-type: none"> seek to respond to work-related matters within the same working day wherever possible represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment
Discipline, health and safety
<p>All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.</p>
Hours of work
<ul style="list-style-type: none"> The Teaching Assistant — Level 3 is employed for 26.5 hours per week 38 weeks a year
Collegiate responsibility
<p>In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:</p> <p>providing a courteous and efficient service to students and staff at all times; v/ using their influence with other staff and students to promote high standards of behaviour and order within the Academy</p>
Performance Management

The Teaching Assistant — Level 3 will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Teaching Assistant — Level 3 will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.