



## **TEACHING ASSISTANT (Level 3CLES) – JOB DESCRIPTION**

### **Purpose**

#### **TEACHER SUPPORT**

Supports the teacher with their responsibility for the development and education of children in schools. Uses routine supervision and care skills to support pupils.

#### **CURRICULUM SUPPORT**

To assist an individual teacher, or teachers, in delivering and evaluating programmes and adapting teaching materials to suit the particular requirements of individual pupils and groups with special needs.

#### **PUPIL SUPPORT**

To assist in meeting the pupils' need for encouragement, reassurance and comfort and attend to their personal requirements and physical care while encouraging independence at all times.

**Reporting primarily to:** Class Teacher, with guidance on assisting children with Special Needs from Special Needs Teachers and SENDCO/Inclusion leader

**Reporting ultimately to:** Deputy Head and Head Teacher

**Surrey Job Family Mapping:** 3CLES (Surrey Pay Grade 3, Children and Learning Education Support)

### **Key Accountabilities and Tasks**

Under the direction and supervision of the teacher responsibilities include but are not limited to:

- Assisting in the delivery of educational work programmes by participating in day-to-day learning activities.
- Assisting in the delivery of individual work programmes for pupils with Education Health Care plans (EHCP).
- Where required for a pupil with EHCP, to attend to pupils' personal requirements and provide physical care on a daily basis, for example supervising movement around different areas of the school site as necessary; assisting with changing of clothes and toileting/ personal needs.
- Monitoring progress and contribute to future planning.
- Working with small groups or 1:1 as required.
- Discussing with, and reporting back to the teacher on the planning and assessment of pupil work – including written evaluation of progress over time.
- Organising and maintaining the learning environment.
- Working as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills.
- Carrying out administrative tasks

**In addition it is essential that all staff**

- Understand and apply school policies.
- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Be proactive in matters relating to health and safety.

### **Curriculum Support**

- Participate, with teaching staff, in the planning and evaluation of learning programmes for individual pupils.
- Assist in the preparation and adaptation of teaching materials, as necessary.
- Assist in carrying out individual pupil support
- Participate in staff development activities
- Contribute to any multi-disciplinary discussion of the pupil's needs/progress as required.

### **Pupil Support**

- Assist in the implementation of Individual Education Plans for students and help monitor their progress.
- Attend to the pupil's personal requirements and physical care on a daily basis. Assist the pupil with tasks related to daily living where their medical condition or physical problems
- Accompany the pupil on school visits and follow the risk assessment. The timing of such visits may overrun the normal school day.
- Support the pupil in gaining self-confidence and independence through encouragement and reassurance.
- Support the teacher with their responsibility for the development and education of pupils with special needs.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.

### **Midday Supervision**

- Proactively supervise children on playground during break time and lunch-hour – encouraging positive co-operative and safe play.
- Follow individual support plans as required
- Seek advice if there are concerns about pupils' safety from SLT or class teacher.
- Supervise the movement of pupils between classrooms, and play and dining areas from the start of the lunch break until classes re-commence and to ensure orderly conduct in the dining area.
- Provide midday supervision of pupils both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils.

### **Confidentiality**

- Maintain confidentiality inside and outside the workplace
- Follow the school's policy on use of mobile phones, social media and e-safety

## **Poolside Assistant (if Required)**

### Primary Task

- Be available at the poolside at all times that children are in the water to
  - Assist the swimming teacher as required
  - Observe the children in the pool to ensure their safety, especially when the swimming teacher is focusing on children in another part of the pool
  - Assist with the evacuation of the rest of the children from the pool in an emergency (e.g. if the teacher is focusing on a child in distress)

### Secondary Tasks

- Supervise behaviour in and around the changing rooms (the children should not need help getting changed but may need encouraging to speed up)
- Ensure the safe passage of each group of children between poolside and changing rooms
- Check changing room floors and mop up excess water
- Assist the swimming teacher as required with administrative tasks



## **PERSON SPECIFICATION FOR TEACHING ASSISTANT (LEVEL 3CLES)**

### **Competencies**

- Able to relate positively with all children.
- Good level of written and spoken English.
- Good level of mathematical skills
- Have good IT skills.
- Able to adapt learning to meet the needs of individual pupils under the direction of teaching staff.
- Able to clarify and explain instructions to pupils.
- Able to communicate effectively with pupils and with support from staff
- Able to work with pupils with challenging behaviour and implement strategies as directed by the teaching staff to modify behaviour
- Able to motivate pupils to learn.
- Able to assist with the organisation of the learning environment.
- Able to undertake tasks under the direction of a teacher.
- Able to maintain records and pupil files.
- Able to work effectively with adult team members.
- To be prepared for a physically demanding role
- To be in sympathy with the school's Christian ethos and values
- Able to maintain confidentiality

### **Qualifications, Training and Development**

Good general education. To have gained Maths and English Language GCSEs at grade C or equivalent.

Experience of working with challenging behaviours is desirable.

Training and development should include:

- Induction training
- On job training
- Training for specific responsibilities of the post

Courses leading to qualifications can include:

Foundation Certificate of Professional Practice for Teaching Assistants

Teaching Assistant/Learning Support qualification at NVQ Level 2

The successful applicant will be expected to undergo an Enhanced Disclosure and Barring Service Check and an Occupational Health Check.