

**Oak Learning Trust**

**Job Description - Level 3 Teaching Assistant**

**Grade 2 (points 5 – 6)**

<b>Name:</b>	
<b>Responsible to:</b>	Head of School
<b>Responsibilities</b>	To support teaching and learning across the school

<b>General</b>	<ul style="list-style-type: none"> <li>To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.</li> <li>Providing support for pupils, teachers and the whole school as outlined below.</li> </ul>
<b>Main Duties: Support for the Teacher</b>	<ul style="list-style-type: none"> <li>Raising awareness to teaching staff of the strengths and misconceptions of individual pupils.</li> <li>Assisting teaching staff in the monitoring, recording and evaluation of pupils' progress, including providing feedback on observations undertaken.</li> <li>Assisting in the assessment of individual pupils.</li> <li>Liaising with the SENDCo and teaching staff, to identify the needs of the pupils.</li> <li>Assisting in the preparation and review of support plans including co-ordinating relevant information.</li> <li>Supporting the teacher by setting up lessons and organising resources.</li> <li>Support children's participation in learning tasks and activities.</li> <li>Providing support to teachers in developing effective approaches to manage behaviour and discipline problems, in line with the school's behaviour policy.</li> <li>Assisting in the setting of behaviour targets.</li> <li>Assisting in compiling and maintaining pupils' records.</li> <li>Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils, and to assist in the preparation of resources and learning materials for this purpose.</li> <li>Managing the planning of specific educational activities for the pupils.</li> <li>Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.</li> <li>Planning and delivering intervention lessons, including daily phonics.</li> <li>Supervising break and lunchtimes and organising games and activities.</li> </ul>
<b>Support for the Pupil</b>	<ul style="list-style-type: none"> <li>Using specialist knowledge to support pupils.</li> <li>Working with pupils on individual targets set by a member of the teaching staff.</li> <li>Supporting all pupils in school.</li> <li>Supporting the reintegration of pupils in mainstream schools to access the curriculum either on an individual basis or as a member of a small group.</li> <li>Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.</li> <li>Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.</li> <li>• Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEND Code of Practice or the particular needs of the school pupils.</li> </ul>
<b>Support for the School</b>	<ul style="list-style-type: none"> <li>• Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.</li> <li>• Liaising with educational and health specialists, and outside agencies as required.</li> <li>• Supporting the senior management team in deployment and/or mentoring of TA trainee level and TA levels 1 and 2</li> <li>• Contributing to the whole school's self-evaluation process.</li> </ul>
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• Attending and participating in training and development activities as required.</li> <li>• Participating in schemes of assessment, professional development and review.</li> <li>• Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.</li> <li>• Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.</li> <li>• Being an effective role model for the standards of behaviour expected of pupils.</li> <li>• Having due regard to confidentiality, health and safety, other statutory requirements and the policies of the governing body and the local education authority.</li> <li>• To have a positive approach and attitude to the school and learning.</li> <li>• To keep up-to-date with school, LA and national safeguarding guidelines and guidance</li> <li>• To follow the school's child protection policies to ensure the safeguarding and wellbeing of pupils.</li> </ul>
<b>Professional Values and Practices</b>	<ul style="list-style-type: none"> <li>• Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.</li> <li>• Treating pupils consistently with respect and consideration and being concerned with their development as learners.</li> <li>• In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.</li> <li>• Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.</li> <li>• Reflecting upon and seeking to improve personal practice.</li> <li>• Working within school policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.</li> <li>• Recognising equal opportunities issues as they arise in the schools and responding effectively, following school policies and procedures.</li> <li>• Building and maintaining successful relationships with pupils, parents/carers and staff.</li> </ul>
<b>Specific Duties</b>	<ul style="list-style-type: none"> <li>• To organise and run extra-curricular activities as required within directed hours – during pupil lunch period or at the beginning and end of the teaching day.</li> <li>• To comply with the Trust's policies and procedure.</li> <li>• To comply with health and safety policies and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect yourself and others.</li> <li>• These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Executive Head Teacher and the Trust may determine from time to time.</li> </ul>

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

Head of School

Date

Post holder \_\_\_\_\_

Date

This job description will be reviewed annually or earlier if required.