



The Radclyffe School
"Working Together for Excellence"

JOB DESCRIPTION
TEACHING ASSISTANT (Level 3)

Post Title:	LEVEL 3 TEACHING ASSISTANT
Purpose:	<ul style="list-style-type: none">• To work under the guidance of designated teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom in Maths• To plan, prepare and deliver learning activities for identified students as part of the intervention strategy in conjunction with the Head of Faculty or the designated teacher in the faculty• Rarely, and on a short term basis, to plan, prepare and deliver learning activities for whole classes in conjunction with the Head of Faculty or the designated teacher in the faculty• To use detailed and specialist knowledge of the subject to support and develop student progress through direct learning support• To support the curriculum needs of group of students, both within and outside the classroom, particularly those who do not make the required progress against national, school and individual benchmarks• To assess, record and report on pupils' achievement, progress and development
Reporting to:	Head of Maths
Responsible for:	None
Liaising with:	Teaching and other staff in the School / Students / Parents/Relatives/Carers/ Peripatetic services/ Education Psychologists and other education or health care professionals / Governors
Disclosure level	Enhanced
Working Time	Part-time 32.5 hours per week (Term Time Only) + 5 days
Salary	Scale 5 (Points 22 - 25) £19,621 - £21,519 (£14,745 - £16,679 pro rata)

MAIN (CORE) DUTIES

Key Tasks	<ul style="list-style-type: none">• Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.• Support students consistently whilst recognising and responding to their individual needs• Promote inclusion and acceptance of all students in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher• Assist students, including those with special needs, to access learning activities through knowledge of the curriculum and knowledge of learning skills.• Ensure students' safety, welfare and personal hygiene. (Basic First Aid to be included where appropriate).• Contribute to the development & implementation of IEPs and Behaviour Plans
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<p>Key Tasks</p>	<ul style="list-style-type: none"> • Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance. Provide specific feedback in discussion with students on their progress and achievement, in line with school policy. Promote positive values, attitudes and good student behaviour. Deal promptly with conflicts & incidents whilst encouraging students to take responsibility for their own behaviour, in line with established school policies. • Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/meetings with parents under direction from a teacher. • Work with the teacher to plan lessons, evaluating and adjusting lesson work / plans as appropriate to meet pre-determined learning objectives. • Implement agreed learning activities/teaching programmes with advice from a teacher, adjusting activities according to student learning styles and individual needs. • Contribute to the setting up and on-going delivery of local and national learning strategies eg literacy, numeracy, KS3, effectively utilizing all alternative opportunities to support extended development of students' skills. Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. • Provide objective and accurate feedback and reports as required on student achievement, progress, and other matters, ensuring availability of appropriate evidence. • Undertake routine marking of students' work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation. • Be responsible for keeping and updating records in a format agreed with the teacher, contributing to reviews/systems of records and systems as necessary. • Support the effective use of ICT in learning activities and develop students' competence and independence in its use. • Create and maintain an appropriate learning environment in liaison with the teacher. • Administer and mark assessments of those linked to National Strategies and invigilate tests/examinations as required.
<p>Support for the School:</p>	<ul style="list-style-type: none"> • Be aware of and comply with policies relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to a nominated person. • Contribute to the overall work, smooth running and ethos of the school. • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of students. • Attend and participate in meetings as required. • Improve one's own practice through training, observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others. • Undertake the planned teaching and supervision of groups of students in out-of-hours school learning activities as appropriate. • Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher. • Supervise whole classes occasionally, during short-term absence of teachers. Maintain good order and keep students on task. Respond to students' questions and generally assist students to undertake set activities.

Other Specific Duties

- To undertake other duties within the school in line with changing circumstances as agreed with the Headteacher.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- To be a PLG (Personal Learning Guide) in line with school policy.
- Employees are expected to be courteous to colleagues, lead by example and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

FOR CHILD PROTECTION PURPOSES AN ENHANCED DISCLOSURE WILL BE REQUIRED FOR THIS POST.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Date: Jan
2012**

Headteacher H S Hayer