



St. Luke's Primary School Teaching Assistant (Level 3)

Job purpose	<ul style="list-style-type: none"> To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
Condition of Appointment:	<ul style="list-style-type: none"> NJC for Local Government Services, Grade 4
Qualifications / Training:	<ul style="list-style-type: none"> Very good numeracy and literacy skills NVQ 3 for Teaching Assistants or equivalent qualifications or experience Training in the relevant learning strategies First aid training / training as appropriate
Experience	<ul style="list-style-type: none"> Working with or caring for children of relevant age
To whom the postholder reports	<p>The postholder is responsible to the:</p> <ul style="list-style-type: none"> The phase leader / line manager in which they work Headteacher in all matters
Duties and responsibilities specific to the post	<p>Support for Pupils</p> <ul style="list-style-type: none"> Use specialist (curricular/learning) skills/training/experience to support pupils Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes. Establish productive and constructive relationships with pupils and interact with them according to individual needs, acting as a role model and setting high expectations. Promote the inclusion and acceptance of all pupils. Encourage pupils to interact with others and engage in activities. Support pupils consistently whilst recognizing and responding to their individual needs. Set challenging and demanding expectations and promote self-esteem and independence. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher. <p>Support for Teachers</p> <ul style="list-style-type: none"> Work with the teacher to establish an appropriate learning environment. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate. Monitor and evaluate pupils' responses to learning activities through observational assessments and planned recording of achievement/progress against pre-determined learning objectives. Provide objective and accurate regular feedback to teachers on pupils' achievement, progress, problems, etc. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested. Undertake marking of pupils' work and accurately record achievement/progress. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.

	<ul style="list-style-type: none"> • Provide general clerical/admin. support, eg photocopying. <p>Support for the Curriculum</p> <ul style="list-style-type: none"> • Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses. • Implement local and national learning strategies, eg literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher. • Support the use of ICT in learning activities and develop pupils' competence and independence in its use. • Help pupils to access learning activities through specialist support. • Determine the need for, prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use. <p>Support for the School</p> <ul style="list-style-type: none"> • 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. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Undertake planned supervision of pupils out of school hours learning activities. • Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Working knowledge of national/foundation stage curriculum and other basic learning programmes and strategies • Understanding of principles of child development and learning processes • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position with these • Ability to self-evaluate learning needs and actively seek learning opportunities