EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Countywide
JOB TITLE:	Teaching Assistant (3)
GRADE:	East Sussex Single Status 4
RESPONSIBLE TO:	The Headteacher
MAIN PURPOSE OF THE JOB:	Working under guidance: implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in the whole planning cycle and the management/preparation of resources. To provide cover for whole classes under a system of supervision for up to 30% of employed time throughout the school year.

KEY TASKS

1. To work with the teacher to establish an appropriate learning environment

2. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

3. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide feedback to pupils in relation to progress and achievement

4. To use specialist (curricular/learning) skills to support pupils

5. To assist with the development and implementation of IEPs

6. To establish productive working relationships with pupils, acting as a role model and setting high expectations

7. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities

8. To promote independence and employ strategies to recognise and reward achievement and self-reliance

9. To implement agreed learning activities/teaching literacy and numeracy programmes, adjusting activities according to pupils' responses/needs

10. To support the use of ICT in learning activities and develop pupils' competence and independence in its use

11. To determine the need for, prepare and maintain general and specialist equipment and resources

12. To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested

13. To undertake marking of pupils' work and accurately record achievement/progress

14. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

15. To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed

16. To administer and assess routine tests and invigilate exams/tests

17. To 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

18. To supervise pupils on visits, trips and out of school activities as required

19. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)

20. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment i.e. photocopier, laminator, making books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance

21. To participate in training and other learning activities offered by the school and county to further knowledge (within employed hours)

22. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

EAST SUSSEX COUNTY COUNCIL

Person Specification

Post Title: Teaching Assistant (3)
Location: Countywide
Grade: Single Status 4

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	• Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher • Ability to consistently and effectively implement agreed behaviour management strategies • Ability to use language and other communication skills that pupils can understand and relate to • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to establish positive relationships with pupils and empathise with their needs • Ability to demonstrate active listening skills		• Application /Interview

	• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task • Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes • Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills • Ability to assist in the recording of lessons and assessment as required by the teacher • Ability to offer constructive feedback to pupils to reinforce self-esteem • Ability to work effectively and supportively as a member of the school team • Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc		

Education & Qualifications	• A good standard of education particularly in English and Mathematics	• NVQ Level 3 for Teaching Assistants or equivalent	• Application /Interview
Knowledge	• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment • Knowledge of SEN Code of Practice • Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils		• Application /Interview
Experience	• Experience of supporting children in a classroom environment, including those with special educational needs • Experience of using Information Technology to support pupils in the classroom		• Application /Interview
Personal Attributes	• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge • Willingness to maintain confidentiality on all		• Application /Interview

	school matters		
Date (drawn up): November 2009 **Reference of Officer(s) drawing up person specifications: JM**			

EAST SUSSEX COUNTY COUNCIL

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	☐
Moving & handling operations	☐
Occupational Driving	☐
Lone Working	☐
Working at height	☐
Shift / night work	☐
Working with hazardous substances	☐
Using power tools	☐
Exposure to noise and /or vibration	☐
Food handling	☐
Exposure to blood /body fluids	☐