

# Lancashire County Council Combined Role Profile

## Grade Profile – Teaching Assistant - Level 3 (Grade 6)

<b>POST TITLE:</b>	Teaching Assistant 3
<b>GRADE:</b>	Grade 6
<b>CAR USER:</b>	N/A
<b>LOCATION:</b>	Haslingden High School
<b>RESPONSIBLE TO:</b>	SENCO
<b>STAFF RESPONSIBLE FOR:</b>	N/A
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
<p>Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of students, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with students, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst students. Would be expected to:</p> <ul style="list-style-type: none"> <li>- plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.</li> <li>- establish supportive and constructive relationships with students, parents, carers and the wider community</li> </ul>	
<p><b>MAIN ACTIVITIES</b> <b>What the Postholder will actually do</b> <b>What prescribed duties the postholder will have</b></p>	
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</b></p> <p><b>Support for Students</b></p> <ul style="list-style-type: none"> <li>- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for student(s) and to differentiate curriculum content according to the needs of student(s).</li> <li>- To plan and implement specific programmes with individual students or groups appropriate to the developmental needs of individual children throughout different curriculum areas.</li> <li>- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of student(s).</li> <li>- To assist in the devising of student's individual targets and their monitoring and review.</li> <li>- To support students as part of a planned inclusion programme.</li> <li>- To develop positive relationships with students and staff to assist student progress and attainment.</li> <li>- To monitor and record student progress on a regular basis and to prepare reports as required.</li> </ul>	

- To assist in the specific medical/care needs of students when specific training has been undertaken.

### **Support for the Teacher**

- To monitor individual students' progress and to report on students' needs, achievement and concerns.
- To assist in student supervision and the management of student behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, student work experience.
- Undertake marking of students work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

### **Support for the School**

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/student/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

### **Support for the Curriculum**

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

#### **Note:**

**In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## Person Specification Form

### Post Title - Teaching Assistant - Level 3

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p><b>Qualifications</b></p> <p>NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable</p> <p>Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy</p>	<p>E</p> <p>D</p>	
<p><b>Experience</b></p> <p>Experience of working with children</p> <p>Experience of working in a relevant classroom/service environment</p> <p>Experience of Administrative work</p> <p>Experience of supporting students with challenging behaviour</p>	<p>E</p> <p>E</p> <p>D</p> <p>D/E</p>	
<p><b>Knowledge/skills/abilities</b></p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Good communication skills</p> <p>Ability to relate well to parents/carers</p> <p>Ability to supervise and assist students</p> <p>Time management skills</p> <p>Organisational skills</p> <p>Knowledge of classroom roles and responsibilities</p> <p>Knowledge of the concept of confidentiality</p> <p>First Aid Certificate</p> <p>Administrative skills</p> <p>Knowledge of Early Years Foundation Stage</p> <p>Knowledge of strategies, for example numeracy and literacy</p> <p>Ability to make effective use of ICT</p> <p>Ability to assess children's development</p> <p>Ability to plan and deliver work programmes</p> <p>Flexible attitude to work</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p><b>Other</b></p> <p>Commitment to undertake in –service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p>	<p>E</p> <p>E</p>	

Satisfactory attendance record/commitment to regular attendance at work	E	
<b>Special Requirements</b>		

Haslingden High School is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.