WOKINGHAM BOROUGH COUNCIL
JOB DESCRIPTION

Job Title: Teaching Assistant Level 3	**Job Ref:** SCH 125
School:	**Salary:**
Reports To:	
Grade: 5	

Employment Status:
Permanent/Fixed Term(state start & end date)/Temporary/
Casual

Hours of Work:
Full Time - 37hours per week (or) Part Time - X hours per week

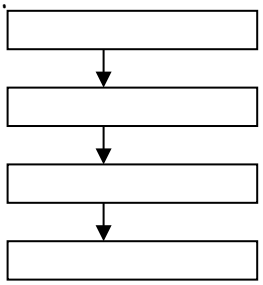
Job Purpose:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

Departmental/Team Purpose:

The purpose of the school is to meet the educational needs of children and young people within the local community

Organisation Chart:
Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below:



Scope	
Financial Accountabilities	NONE
Budgets directly controlled (please state if this has been delegated to the post-holder) Budgets monitored on day-to-day basis:	
Staff Responsibilities Number of employees managed/supervised: Number of FTE (Full Time Equivalents) employees managed/supervised:	
Management of Physical Assets	NONE
Nature of physical assets directly controlled, (e.g. children's home): Details of service contracts managed:	

Summary of Main Contacts

- Teachers
- Pupils
- Parents
- Governors
- Other school staff
- Other professionals
- LEA

Main Tasks/Accountabilities List up to ten **key** tasks or main accountabilities. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required	**Approx % of working time spent**
1. Within an agreed system of supervision, planning, assessing and delivering learning activities to individuals, groups or, short term, whole classes. Adjust lessons/work plans as appropriate.	
2. Monitoring and assessing pupils and recording and reporting on pupils' achievements and development.	
3. Monitoring pupils' responses to learning tasks, participation and progress, providing constructive feedback to pupils and modifying teaching strategies. Providing constructive feedback to the teacher verbally and through systematic record keeping .	
4. Organising and managing appropriate learning environment and resources taking into account of pupils' interests and language and cultural background.	
5. Establishing productive working relationships with pupils, acting as a role model and setting high expectations.	
6 Assisting the teacher with the development and implementation of IEP's	
7. Implement agreed work programmes with individuals or groups in or out of the classroom, these could include ELS, ALS, FLS and Springboard maths.	
8. Assisting in liaison with other professionals respecting confidentiality and provide objective and accurate feedback on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.	
9. Using behaviour management strategies in line with the school's policy which contribute to a purposeful learning environment.	
10. Working in partnership with parents contributing/leading meetings to provide constructive feedback on pupil progress.	

11. Manage other teaching assistants including allocation and monitoring of work, appraisal and training (as required)	
12. Monitor, record and analyse pupil data e.g. daily attendance records (as required), prepare class lists, worksheets at the request of the class teacher Carry out the organisation and collation of pupil reports (as required)	
13. Attend staff meetings and planning sessions and INSET Training and help with special occasions in the school's annual calendar (if applicable)	
14. Administer and assess/mark tests and invigilate exams/tests.	
15. Provide cover in the absence of the assigned teacher.	
16. Assist with classroom administrative tasks e.g. photocopying, filing, general examination and administration tasks.	
17. Collect and record payments of pupil's monies e.g. lunch, school trips (as required)	
18. Administer teacher cover and co-ordinate the training programme for work experience students as required	
19. Supervise pupils on school educational trips (if applicable) and First Aid and/or lunchtime/break time playground supervision (if required)	
	100%

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- Higher Level Teaching Assistant standards or equivalent qualification or experience
- NVQ Level 2 or equivalent in English and Maths
- Knowledge of National Curriculum
- Training in relevant learning strategies e.g. literacy
- Specialist skills/training in curriculum or learning area e.g. sign language, ICT
- Specific SEN Training e.g. ASD, Dyslexia

Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Working knowledge and experience of implementing national/foundation stage curriculum
- Good understanding of child development and learning processes
- Good questioning skills
- Good observation and assessment skills
- Ability to work with a team working environment and also able to work independently
- Can use ICT effectively to support learning
- Excellent communication and interpersonal skills
- Ability to organise, lead and motivate a team
- Constantly improve own practice /knowledge through self-evaluation and learning from others
- Confidentiality at all times
- Knowledge of the standard of work expected from pupils
- Understanding their role to assist and supervise pupils on particular tasks
- The expected outcomes of individual activities the length of time allocated to the task
- Managing the general housekeeping of classroom and supervision of pupils clearing up

Experience: type, level and length.

- At least two year's experience of working with children and also working with children with special needs is essential

Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc. ▪ Calm under pressure, adaptable and energetic ▪ A caring and positive attitude ▪ Good listener and sensitive to pupils needs ▪ A sense of responsibility ▪ Positive behaviour management ▪ A good sense of humour ▪ Flexibility and use of initiative is very important
Special Factors: e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc Needs to work flexibly to accommodate educational trips (may include residential) Responsibility for first aid if required