

Stow Heath Primary School



EARLY YEARS TEACHING ASSISTANT – LEVEL 3

Job Description & Person Specification Brochure

SEPTEMBER 2024

Job Title	Level 3 Teaching Assistant
Working Hours	35.5 hours
Responsible to	Headteacher & Governing Body
Line Manager	Assistant Headteachers

Purpose of Job

The postholder will 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 and preparation of resources.

Staff may also supervise whole classes occasionally during short term absence of the teachers. The primary focus will be to maintain good order and to keep pupils on task. The postholder will need to respond to questions and generally assist pupils to undertake set activities.

The specific responsibilities for this post are:

Support for our pupils:

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist in the development and implementation of IEP's
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote good behaviours in the learning environment by delivering agreed strategies and interventions
- Promote the inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Support pupils consistently whilst recognising and responding to their individual needs
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for the Curriculum:

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Prepare and maintain general and specialist equipment and resources

Support for the Teacher:

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in routine lesson planning, evaluating and adjusting lesson/work plans as appropriate
- Monitor and evaluate pupils' 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, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Promote positive values, attitudes and good 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 session/meetings with parents with, or as directed
- Provide general clerical/admin. Support e.g. worksheets for agreed activities etc.

Support for the School:

- 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
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities as required
- Recognise own strength and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Contribute to the lunchtime supervision of children on a rota basis
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

Flexibility

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may occur to the duties and responsibilities without changing the general character of the post. The SEND Teacher will be required to attend training relevant to the role.

Safeguarding

To be aware of and implement the measures detailed within the School's Safeguarding Policy and to work with the Designated Safeguarding Lead to ensure the welfare and well-being of all pupils at the school.

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.

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.

Person Specification	
Essential key skills	Evidenced Through:
<p>Experience:</p> <ul style="list-style-type: none"> • Working with or caring for children of relevant age 3-11 years 	<p>Application form, interview and references.</p>
<p>Qualifications</p> <ul style="list-style-type: none"> • Very good numeracy/literacy skills • NVQ 3 in Early Years or equivalent qualification • Training in relevant strategies e.g. literacy and/or particular curriculum or learning area e.g bilingual, sign language, maths, English, speech and language or send strategies would be highly desirable • Appropriate first aid training • 	<p>Application form, interview and references. Original certificates.</p>
<p>Knowledge and skills</p> <ul style="list-style-type: none"> • Good knowledge of the Statutory Framework for Early Years 2022 and development matters. • Good understanding of the characteristics of effective learning • An understanding of how environments can enable children to learn • Understanding how assessment can be used and the role of a key worker • Good communication skills and can build positive relationships with pupils, staff and parents • Understands the importance of being inclusive for all children • Can use ICT effectively to support learning • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Understanding of child development and learning processes • Ability to self evaluate learning need and actively seek learning opportunities • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within 	<p>Application form, interview and references. Original certificates.</p>

Post holders must comply with the Council's Equal Opportunities and health and safety policies and Data Protection 1988.

Post holders must be knowledgeable about child protection and safeguarding procedures and policies.

Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.

Post holders will be required to demonstrate the behaviours and attributes that support WCC core values.