

FULLHURST COMMUNITY COLLEGE JOB DESCRIPTION

POST TITLE: Teaching Assistant Level 3	DATE: August 2016
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Department: Children and Young People's Services	Division/Branch: FULLHURST COMMUNITY COLLEGE
Section: Science	Responsible to: Head of Faculty

Overall purpose of this post: Provide support to students to enhance learning in order that students meet their potential in the curriculum area
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<p>Major Objectives: These will include, as appropriate, those that reflect key corporate priorities, for example, cultural diversity, social justice, environmental quality and economic prosperity.</p> <ol style="list-style-type: none"> 1 Use specialist knowledge, experience, training to provide appropriate support to students in small group and class settings 2 Have the knowledge to enable independent selection of ICT tools to advance children's learning 3 Provide cover for absent teachers and participate in exam invigilation 4 Support senior management team, senior teachers or SENCO in the appointment, supervision and deployment of staff that support pupils (e.g. TA levels 1 & 2, MDS staff, volunteers) 5 Apply considerable depth of knowledge and understanding of relevant area of the curriculum, age range or SEN in supporting students 6 Comply with the appropriate government. Local Authority (LA) and Colleges policies, procedures and systems 7 Follow the requisite procedures and legislation regarding confidential information, e.g. the Data Protection Act

Is this post classified as "politically restricted", as in the Local Government and Housing Act 1989, either	
a Because of its salary level?	No
b Because the post holder is required regularly to advise the Council and its committees, or communicates with the media on behalf of the council?	No
Is this post subject to exemption from the Rehabilitation of Offenders Act 1974?	Yes

Summary of Job Tasks:

- Apply knowledge and understanding to support the learning of students and ensure their progress
- 2 Assist students in the development of communication skills, personal, social and emotional development and in the development of self esteem
- 3 Plan, prepare and carry out small group interventions in order to move on the learning of the students
- 4 Carry out and record assessments of student levels and progress and contribute to the assessment of students by teachers through observation and reporting
- 5 Carry out and contribute to curriculum planning and evaluation and assist in implementation
- 6 Support the implementation of strategies to manage students behaviour and help manage students behaviour
- 7 Co-ordinate and organise students attending extra-curricular activities/work experience (or other out of school activities)
- 8 Supervises individual or small groups of pupils under the direction of a teacher
- 9 Put together resource packs, learning aids etc.
- 10 Model good practice and contribute significantly to the planning and delivery of INSET to others (e.g. TA's, MDS staff, volunteers) who will support students
11. Be proactive in the implementation of the school and LA's Equal Opportunities Policy, Health and Safety Regulations ad Environment Protection Policies
12. Perform duties within contractual hours as requested

PERSON SPECIFICATION

JOB TITLE: Teaching Assistant – Level 3

Measurements: 1 = From the written skills audit
 2 = Documentary evidence (certificates, references etc.)
 3 = The selection interview and observation

Essential Personal Attributes

Throughout the selection process the applicant will be assessed for the essential personal attributes for this role.

- Adaptability to changing circumstance and ideas
- Energy and enthusiasm
- Reliability and integrity
- Imagination and creativity
- Forward thinking

Appointment Criteria	Essential or Desirable	Measurement	I meet the following criteria
1 Qualifications		1, 2, 3	
1.1 Level 3 Teaching Assistant qualification or University degree.	E		
1.2 English GCSE (A*-C) or equivalency test (level 2 basic skills literacy)	E		
1.3 Maths GCSE (A*-C) or equivalent (L2 basic skills numeracy)	E D		
1.4 Willingness to undertake training/study for further qualifications	E		
1.5 IT packages i.e. Word, Excel	D		

Appointment Criteria	Essential or Desirable	Measurement	I meet the following criteria
2 Experience		1, 2, 3	
2.1 Experience of contact with students and parents	E		
2.2 Have considerable experience (at least 2 years) of working to support children's learning	E		
2.3 Have an up to date understanding of the level 3 post	E		
2.4 Have experience of working with small groups	E		
2.5 Have evidence of moving on students learning in a small group or class situation	D E		

2.6	Have an understanding of other areas of school life	D		
2.7	Understand the College's policies relevant to the subject/support provided and how they relate to local and national frameworks/policies	E		
3	Knowledge and Understanding			
3.1	Of the diversity of people from differing backgrounds and cultures	E	1, 2, 3	
3.2	Of the motivations and drive of the students	E		
3.3	Of the subject matter and current developments in the curriculum area	E		
3.4	Of how to present information effectively, verbally and in writing to others (for formal SEN reviews, etc.)	E		
3.5	Have the ability to acquire new skills	E		
3.6	Be able to take responsibility for planning own work when required	E		
3.7	Be able to transfer theory/training to practice and demonstrate skills of problem solving drawing on relevant experience	E		
3.8	Have understanding of the Health and Safety at Work Act	E		
3.9	Be able to make the subject matter real and relevant to students	E		
3.10	Understand and practise the professional boundaries between TA and students	E		

Skills and Attributes		Essential or Desirable	Measurement	I meet the following criteria
4	Leadership Skills			
4.1	Some supervision of level 2 TA's	D		
4.2	Demonstrate creativity and imagination showing an ability to adapt teaching styles to the needs of a group of pupils	E		
5	Communication			
5.1	Able to communicate clearly and take into account, where appropriate, the view of others	E		
5.2	Able to communicate effectively both orally and in writing with students, parents/carers, governors and the wider community	E		
5.3	Able to deal sensitively with people and resolve conflicts	E		
6	Self Management Skills		1, 2, 3	

6.1	Able to plan time and organise work effectively	E		
6.2	Show ability to <ul style="list-style-type: none"> • Prioritise and manage time • Work under pressure to meet deadlines • Be self-motivating • To be approachable to young people • Ability and willingness to work with other staff and agencies 	E		
6.3	Able to evidence a willingness to have a high profile around the College and to act as a suitable role model to young people	E		
6.4	Able to work independently without direct supervision	E		
6.5	Demonstrate a calm yet firm manner and a sense of humour	E		
6.6	Able to reflect on own practice and take part in CPD	E		

Skills and Attributes		Essential or Desirable	Measurement	I meet the following criteria
7	School Ethos		1, 2, 3	
7.1	Able to ensure that the College atmosphere is welcoming should parents/carers visit for whatever reason	E		
7.2	Able to maintain a climate of mutual respect that recognises and values the contributions of the parents from different communities that make up the school	E		
7.3	Can evidence a desire to see young people succeed.	E		
7.4	Knowledge of 'Every child matters' green paper	E		
7.5	Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policy into practice	E		
7.6	Must satisfy relevant pre-employment checks e.g. Criminal Records Bureau Disclosure, membership of the Vetting & Barring Scheme	E		
7.7	Actively promote the curriculum area across the school	E		

