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| **Post title:** | **Teaching Assistant Level 3** |
| **Salary and grade:** | NJC 7 to 11 – FTE salary £25,584 to £27,269 pro rata £18,699 to £19,930 |
| **FTE:** | 31.25 hours per week term time only |
| **Line manager/s:** | Class Teacher/Senior Leadership Team |

**Main purpose of the job:**

To support the planning and delivery of high-quality learning and care for children and young people with special educational needs both in and out of the classroom.

**Key duties and responsibilities**

Responsible to the Class Teacher and Senior Leadership Team for providing support to pupils, the Class Teacher, the curriculum and school.

**Support for Pupils**

* Attend to the pupils’ personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
* Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning.
* Assist with the development and implementation of Individual Education Plans and Positive Behaviour plans.
* Establish constructive relationships with pupils and interact with them according to their individual needs.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the Class Teacher.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

**Support for Teacher**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
* Assist with the planning of learning activities.
* Monitor pupils’ responses to learning activities and accurately record achievement and progress as directed.
* Provide regular and detailed feedback to teachers on pupils’ achievement and progress.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Establish constructive relationships with parents and carers.
* Provide clerical and administration support e.g. photocopying, typing, filing, collecting money.

**Support for the Curriculum**

* Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses.
* Undertake programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher.
* Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activity and assist pupils in their use.

**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 and aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils at lunchtime.
* Willingness to undertake Key Working training and responsibilities associated with this role if required
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

**Other Duties**

* Lead the class in the absence of the teacher on a short-term basis.
* Other such reasonable duties as determined and delegated by the Class Teacher, Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder
* To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.

**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**

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.