

JOB DESCRIPTION

School	Mesne Lea Primary School
Job Title	Teaching Assistant Level 3
Grade	E11 - 17
Primary Purpose of the Job	To assist the MAT, Headteacher, and staff in ensuring the School fulfils its primary purpose both effectively and efficiently
Responsible to	MAT and Headteacher
Principal Responsibilities	<ul style="list-style-type: none"> • Undertake work/care/support programmes to enable access to learning for pupils • Assist the teacher in the management of pupils and the classroom • Work under the instruction and guidance of senior/teaching staff to support the delivery of quality teaching and learning • Help raise standards of achievement for all pupils

Support for Pupils	
1	Assist in the planning and delivery of engaging and age-appropriate activities.
2	Provide one-on-one and small group support to children, ensuring their individual needs are met.
3	Foster a positive and inclusive learning environment.
4	Monitor and record children's progress, providing feedback to teachers and parents.
5	Support children with special educational needs and disabilities (SEND).
Support for Teachers	
1	Collaborate with teachers to plan and prepare learning materials.
2	Assist in the assessment and evaluation of children's development.
3	Supervise children during activities, ensuring their safety and well-being.
4	Help manage classroom behaviour and promote positive interactions.
5	Provide administrative support, such as preparing resources and maintaining records
Support for the Curriculum	
1	Undertake structured and agreed learning activities/teaching programmes that align with the National Curriculum
2	Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher
3	Support the use of ICT in learning activities and develop pupils' competence and independence in its use

4	Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum
5	Assist in the organisation of educational outings and special events.
6	Contribute to the continuous improvement of the curriculum and teaching practices.
Support for the School	
1	Contribute to the overall ethos and values of the school.
2	Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
3	Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
4	Deliver out of school learning activities within guidelines established by the school.
5	Improve one's own practice through training, self-evaluation, and performance management
6	Participate in staff meetings, training sessions, and professional development opportunities.
7	Uphold the school's policies and procedures, including safeguarding and health and safety.
8	Engage with parents and carers, providing updates on children's progress and well-being.

Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.

Developing Self and Others - Ability to critically analyse self and others in order to access relevant training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. To support others' learning and share learning with others.

Person Specification		
Criteria	Qualities	
Qualifications	Level 2 English and Maths or Grade 4/C and above	Essential
	A relevant Level 3 childcare qualification	Essential
Experience and Knowledge	Proven successful experience of working with children in an educational setting to at least Teaching Assistant 3 level	Essential
	Experience of working with children with SEN	Desirable
	Experience of working with children with speech and language difficulties	Desirable
	Have an understanding of the importance of lesson planning, IEPs and learning objectives to contribute to learning	Desirable
	Knowledge and understanding of the importance of the school's Health and Safety policy	Essential
	Understanding of and commitment to work within the scope of the Trust's equal opportunities policy	Essential

Skills and abilities	Ability to work as part of a team	Essential
	Ability to communicate effectively with a range of people	Essential
	Excellent listening skills	Essential
	Well organised and practical	Essential
	Ability to diffuse conflict	Essential
	Adaptable and flexible	Essential
	Calm under pressure	Essential
	Ability to form and maintain appropriate professional relationships and boundaries with children and parents	Essential
	Ability to organise and deliver classroom activities	Essential
	Ability to deal with sensitive information in a confidential manner	Essential

Visits to the school are welcome and can be arranged during school opening hours by contacting the office manager celine.mellor@prestoleetrust.org or telephone 0161 921 1560.

This Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Services.

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