



LINACRE PRIMARY SCHOOL.

JOB DESCRIPTION – Intervention Teaching Assistant Level 3 – Early Years

Position: Intervention Teaching Assistant Level 3
Responsible to: SENDCo and Classroom Teacher

Areas of Responsibility and Key Tasks.

- Assist in the educational and personal/social development of pupils under the direction and guidance of the Classroom Teacher.
- Delivering aspects of the curriculum to groups of pupils.
- Assessing children's progress and reporting it to the Class Teacher
- Support with the agreed Early Years approaches and pedagogy.
- Access a range of training for specified interventions.
- Deliver a range of interventions
- Support the use of ICT in learning activities and develop pupil independence.
- Assist in the implementation of individual Education Health Care Plans for children and help monitor their progress, including attending relevant meetings such as statutory reviews.

- Be aware of and respond appropriately to individual needs ensuring effective interaction.

- Support for children and staff throughout the school, including pastoral support.

- Provide specific support to children dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.

- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.

- Work with other professionals, such as speech therapists, medical professionals and occupational therapists, as necessary.

- Assist class teachers with maintaining student records, including observations and assessments.

- Promote self-esteem and independence.

- Show willingness to support students with individual medical and personal care needs following appropriate training.

Administrative Duties

- Prepare and present displays of pupils' work.
- Contribute to the creation of specialist resources e.g. visual supports for individuals / groups of students
- Support class teacher in photocopying and other tasks to support teaching.
- Undertake other duties from time to time as the SENDCo, Classroom Teacher and Senior Leadership Team requires.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and intervention programmes.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings
- Undertake professional duties that may be reasonably assigned by the SENDCo/Assistant Head teacher/Head teacher.
- Be proactive in matters relating to safeguarding/ health and safety/medical needs.
- Undertake relevant training.
- Adhere to school policies (including GDPR arrangements).

Other Duties and Responsibilities

- Teaching Assistants maybe asked to share in supervisory duties outside, including during the pupils' lunchtimes as required.
- Establish constructive relationships with parents/carers.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Headteacher and staff member and will be reviewed annually.

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PERSON SPECIFICATION.

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications and Training		
Minimum of 2 years experience of working with children in an educational setting within the primary age range.	E	AF
Teaching Assistant Level 3 qualification or willingness to work towards.	E	AF, C
Level 2 English and Mathematics at grades A*-C or equivalent.	E	AF, C
Previous experience of delivering interventions in a primary school setting and experience across the primary phase	D	AF, P
Knowledge and Understanding		
Understanding of the primary national curriculum.	E	AF, P, I

Understanding of principles of child development, learning styles and independent learning.	E	AF, I
Working knowledge of relevant policies, codes of practice and legislation.	E	AF, I
Understanding of inclusion especially within a primary school setting.	E	AF, I
Experience of resources preparation to support learning programmes and delivery of a range of interventions	E	AF, I
Effective use of ICT to support learning.	E	AF, I
Understanding of use of other technology e.g. photocopier, printer etc	D	AF
Skills		
Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	E	AF, P

Ability to build and maintain effective relationships with all children, families and colleagues.	E	AF, I, P
Ability to promote a positive ethos and role model positive attitudes.	E	AF, I, P
Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.	E	AF, I, P
Ability to adapt own approach in accordance with needs.	E	AF, I
Special Requirements		
Due to the nature of the work involved this post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974 by virtue of the ROA 1974 (Exemptions) (Amendments) Order 1986 you will therefore be subject to satisfactory Enhanced Disclosure via the CRB.	E	

AF – **Application Form**
I – **Interview**
P – **Presentation**
C – **Certificates (original)**