The Federation of Shevington Primary Schools  
Millbrook Primary School  
Job description for EYFS Teaching Assistant – Level 3  

<table>
<thead>
<tr>
<th>POST TITLE:</th>
<th>Teaching Assistant 3</th>
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<tbody>
<tr>
<td>GRADE:</td>
<td>Grade 4 SCP 14-19</td>
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</tbody>
</table>

**JOB PURPOSE:** The main objectives to be achieved by the Postholder

Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst pupils. Would be expected to

- plan and implement teaching and learning activities to individuals and groups
- to undertake supervisory cover for classes as appropriate.
- establish supportive and constructive relationships with pupils, parents, carers and the wider community

**Support for Pupils**

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and record pupil progress on a regular basis and to prepare reports as required.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

**Support for the Teacher**

- To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records and resources
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- Undertake marking of pupils work and recording of achievement.
- Assist in the supervision of children on trips/visits.
- Prepare and maintain the learning environment including contribution to displays, resources and the outdoor environment
Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities.
- To support in any extra responsibilities as stated by Head Teacher and Class Teacher.

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