Job Description Level 3 Teaching Assistant

**Reports To: Head teacher**

**TA 3 Grade E point 19 – 23**

**Main Purpose of the Job**

To assist the teacher in the management of the individual and groups of pupils and the classroom. Under the instruction/guidance of teaching staff to work with pupils to undertake programmes of work, care and support, to enable access to learning.

**Main function**

* To undertake all duties and inter-actions with employees, partner providers and customers fairly, without unlawful discrimination and with due regard to the Council’s Equality and Diversity in Employment and Service Delivery Policy.

**Under the instruction/guidance of teaching/senior staff :-**

* Promote inclusion, establish constructive relationships with pupils and interact with them according to their individual needs.
* Assist with the development and implementation of individual education/behaviour plans and personal care programmes and provide specific curriculum/departmental support.
* Under guidance from the teacher provide feedback to the children relating to progress and achievement, whilst setting challenging and demanding expectations, promoting self-esteem and independence.
* Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans, prepare, maintain and use equipment/resources/displays and assist the child accordingly.
* Assist with the planning of learning activities and strategies to support the children’s learning goals.
* Be responsible for the class, delivering teaching and learning activities in the absence of the class teacher
* Monitor and record the children’s progress and report as required.
* Promote good children’s behaviour dealing promptly with incidents according to established policy and encourage the children to take responsibility for their own behaviour.
* Meet parents/carers to discuss routine issues concerning the class.
* Provide clerical/administrative support e.g. typing, filing, photocopying, collecting money etc.
* Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
* Supervise children on visits and out of school activities
* Lead or support with an after school activity
* Keep children safe by dealing with accidents, emergencies and illness
* Actively support the school’s equal opportunity policies and ensure that all children have an equal access to opportunities to learn and develop.
* Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
* Be aware of and take part in the schools performance management framework and participate in training and development activities as required.
* Assist with the supervision of children out of lesson times and accompany school trips and take responsibility for a child under the supervision of the teacher.
* Under instruction the postholder will be responsible for the management of classroom resources, the replenishment of materials, setting up of the classroom and ensuring safety of the teaching environment.
* Undertake any other similar duties as required.

*These are the key tasks as currently defined. They are not listed in priority order and*

*post holders should not place emphasis on the location of the task within the forgoing job*

*description. From time to time the key tasks may be varied and the post holder will be*

*expected to take on such variations within the constraints of the grade and the level of*

*responsibility implied in it*