

Date: APRIL 2024

Job Description: Teaching assistant (L3)

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| **Teaching Assistant’s Name:** | | | **Position: Level 3 Teaching Assistant** |
| **Scale and Point:** | | | **Salary:** |
| **Reports to:** Class teacher and SLT | | |  |
| **Key Purpose of the Job:**  To work alongside, and under the direction of class teachers to implement learning activities that will ensure rapid and sustained progress of all children. This will involve delivering learning to specific children and groups and evaluating the impact of said programmes.  To take opportunities to promote extended school activities for children and their families. | | | |
| **General Duties:**  To plan and deliver the curriculum to groups of children and take responsibility of delivering interventions to targeted children/ groups. Take joint responsibility for the welfare of the children in your care. Have due regard for the schools aims and ethos and promote successfully at all times. To share corporate responsibility for the safeguarding and wellbeing of all pupils within school and respect the equal opportunities policy. | | | |
| **Key Responsibilities:** | **Teachers**  **Standards:** | |  |
| **Achievement (progress) of Pupils:**   * To report to the teacher regarding the progress of groups of targeted children. * To be aware of the pupil premium and children with SEN and work alongside teachers to deliver a programme of support, when necessary, that will work on closing the gap. * To have knowledge of factors that inhibits children’s learning and adapts teaching in order to overcome these barriers. * To prepare classroom resources and the classroom environment to ensure the best outcomes for children. | 2a,b,c  2b  2d | 9b  9A1  7a  9B  9B | **Behaviour and Safety:**   * To have the school’s ethos at the heart of everything you do. * To act with mutual respect at all times when interacting with all children and adults within the school. * To demonstrate consistently, positive attitudes, values and behaviours that are expected of the pupils, in all areas of the school. * To follow the school’s behaviour policy rigorously and take a positive approach to behaviour management in order to promote good behaviours for learning. * To have proper and professional regard for the policies and practises in school and maintain exceptionally high standards in their own attendance and punctuality. * Uphold professional dialogue at all times and seek appropriate places (out of the earshot of children) in which to discuss sensitive issues as not to demoralise. |
| Teaching and Learning  1. Assist in the educational and social development of pupils under the direction and guidance of the Head of Early Years, including delivering specific parts of the curriculum to groups of pupils if required, and assessing pupils’ progress and reporting it to the Class Teacher.  2. Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress, including attending relevant meetings such as statutory reviews.  3. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.  4. Work with other professionals, such as speech therapists and occupational therapists, as necessary.  5. Assist class teachers with maintaining student records, including observations and assessments.  6. Support pupils with emotional or behavioural problems and help develop their social skills. |  | 9A1  9A4  9A5 | **SMSC:**   * Treat pupils and colleagues with dignity in order to build positive relationships. * Not undermine fundamental British values, including democracy, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. * Ensure that personal beliefs are not expressed in ways which exploit pupil’s vulnerability. |
| Administrative Duties  1. Prepare and present displays of pupils' work.  2. Support class teachers in photocopying and other tasks in order to support teaching.  3. Undertake other duties from time to time as required by the line manager of principal.  4.Plan and prepare resources for an area of continuous provision.  5.Plan and prepare to deliver daily phonics sessions, in line with the school Read Write Inc Phonics Scheme of Work.  6.Plan and prepare interventions for groups of children as directed by the class teacher. Keeping up to date records of progress and next steps. |  |  | Other Duties and Responsibilities  1. Support the aims and ethos of the school. 2. Set a good example in terms of dress, punctuality and attendance.  3. Attend team and staff meetings.  4. Undertake professional duties that may be reasonably assigned by the Head of Primary Phase. 5. Be proactive in matters relating to health and safety. 6. Undertake relevant training. Page 2 of 2 1. All Teaching Assistants are expected to take their share of supervisory duties outside, including during the pupils’ lunchtime. 2. According to the child’s age and individual needs, duties may include helping with toileting and changing as the need arises |
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