

# **WILLOW GROVE PRIMARY SCHOOL**

## **LEVEL 3 TEACHING ASSISTANT**

### **JOB DESCRIPTION**

#### **1. INTRODUCTION**

- 1.1 NAME OF POSTHOLDER:** \_\_\_\_\_
- 1.2 JOB TITLE:** Level 3 Teaching Assistant
- 1.3 JOB PURPOSE:** To work under the direction of SLT and teaching staff to operate as part of the staff team.  
To support the learning and academic development of all the children.  
To support the emotional, social and mental health growth and development of all the children  
To promote attachment friendly strategies throughout the school
- 1.4 Line Management:** Reporting to Headteacher  
Reporting to Classteacher  
Reporting to a senior member of staff
- 1.5 Liaising With:** Headteacher, Senior Leadership Team, Line Manager, Class Teacher and other Support Staff
- 1.6 Salary Scale:** Grade 5
- 1.7 Working Time:** 33 hours per week – Term time only  
(Specific working pattern to meet the needs of the school)
- 1.8 CRB Disclosure Level:** Enhanced

#### **2. VISIONS AND VALUES**

- 2.1 To uphold the Vision, Mission Statement and Values for the School

#### **3. SUPPORT FOR PUPILS**

- 3.1 Use specialist skills/training/experience to support attachment friendly strategies across school
- 3.2 Be actively involved in the assessment and remediation of challenging behaviours
- 3.3 Work with individual pupils and small groups of pupils on specific behaviour and academic programmes
- 3.4 Develop attachment friendly strategies in collaboration with class teachers and the wider school team

- 3.5 Withdraw pupils, exhibiting challenging behaviours, for individual work
- 3.6 Withdraw pupils for individual work to assist in the differentiation of work
- 3.7 Provide full information and/or comment for Records and Annual Review of pupils
- 3.8 Ensure that pupils' work is of a high standard, and is marked effectively
- 3.9 Actively seek areas in which pupils can succeed and be praised, in order to build up self-esteem and self-confidence
- 3.10 Assist an individual/groups of children with programmes of personal and social education including those at meal-times
- 3.11 Supervise children about the school, for example at Break time, Lunch periods and After School
- 3.12 Encourage, promote and monitor the personal, emotional and mental health social development of pupils
- 3.13 Monitor pupils 'at risk' and initiate procedures where appropriate
- 3.14 Provide feedback to pupils in relation to their progress
- 3.15 Train in, and use where appropriate, Team Teach Physical Intervention strategies
- 3.16 Develop, support and engage in productive relationships with all children
- 3.17 Engage in planned, purposeful play throughout the day

#### **4. SUPPORT FOR THE TEACHER**

- 4.1 Work with the teacher to establish an appropriate learning environment
- 4.2 Deliver teacher planning in the absence of the class teacher
- 4.3 Work closely with the teacher to develop attachment and trauma relational strategies for pupils
- 4.4 Maintain on-line and paper behavioural records for pupils
- 4.4 Maintain, in conjunction with the class teacher, on-line academic records for pupils
- 4.5 Provide accurate and objective feedback to the teacher on the progress of individual or groups of children
- 4.6 Liaise with class teachers and communicate information about pupils to all members of staff
- 4.7 Contribute to the "administrative" aspects of teaching, for example, word processing, photo-copying, communications and Behaviour Watch recording systems
- 4.8 Prepare teaching materials, for example, art-work, reprographics
- 4.9 Make ready lesson resources and practical activities

- 4.10 In collaboration with teachers, develop teaching materials and teaching aids for classroom use
- 4.11 Display children's work
- 4.12 Ensure that materials/resources are of a high standard and are cleaned/maintained properly
- 4.13 Assist with teaching / instruction in class or by withdrawing individual or groups of children for specified activities
- 4.14 Contribute to the corporate tasks of development, record-keeping/monitoring, evaluation and maintenance of materials and lessons
- 4.15 Ensure that the classroom and whole school learning environment is left clear and tidy, and that damaged displays are repaired every evening, ready for the following day

## **5. SUPPORT FOR THE SCHOOL**

- 5.1 Be aware of and comply with school policies and procedures relating to Safeguarding Children, Health and Safety, confidentiality and data protection, Relationship Education, Behaviour Management Policy
- 5.2 Contribute to the overall ethos and aims of the school
- 5.3 Work with pastoral staff to actively involve parents in managing relationships
- 5.4 Undergo appropriate training and, in conjunction with the whole staff team, develop expertise within the school
- 5.5 Attend staff meetings and participate in appropriate training
- 5.6 Assist with the oversight and day-to-day maintenance of electronic, audio-visual and reprographics equipment/materials
- 5.7 Be instrumental in collating, collecting, ordering and disseminating resources or materials, plus other basic administration (for example, audit/stock-taking)
- 5.8 Foster a clean and tidy environment, leading by example
- 5.9 Contribute to good order, encourage and promote acceptable standards of behaviour, dress, hygiene, punctuality, tidiness, work habits, attendance, etc. of pupils
- 5.10 Undertake simple first aid and medical care, comforting children who are ill, injured or distressed
- 5.11 Accompany children to hospital/clinic, and take sick children home
- 5.12 Cover the class in the absence of the teacher for a period of up to three days
- 5.13 Assist supply staff in the preparation and planning of materials for the class
- 5.14 Act as a role model, displaying appropriate standards of behaviour, dress and conduct

5.15 Supervise pupils on trips and out of school activities

5.16 Take part in Outreach activities

## **6. OTHER DUTIES**

6.1 To be aware of the confidential nature of issues

6.2 To be flexible so as to meet the operational needs of the school

6.3 Undertake any other reasonable duties specified by the Headteacher, commensurate with the job title and grade of the post.

## **7. SIGNATURES**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Staff)

Dated .....  
(Staff)

Signed .....  
(Headteacher)

Dated .....  
(Headteacher)