



### **TEACHING ASSISTANT LEVEL 3 JOB DESCRIPTION**

**The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

**LEVEL 3** – Working under guidance: provide support for pupils who require help to enable access to learning and to assist in the management of pupils.

Provide specialist support in a specific area of curriculum and to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required.

#### **SUPPORT FOR PUPILS**

- To work with groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of ASPs
- Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities.
- Give regular feedback on children's progress to the class teacher and file records.
- Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters.
- Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to act independently as appropriate.
- To occasionally supervise whole classes as required.

#### **SUPPORT FOR TEACHERS**

- Provide curricular clerical/admin support, e.g. photocopying, making lists, collection of monies.
- Under the direction of the teacher prepare the classroom for lessons and clear afterwards, as appropriate.
- Undertake basic pupil record keeping and update records, in conjunction with the class teacher.
- Assist in the development and implementation of behaviour management strategies.
- Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Assist and support the class teacher in routine tests and exams and undertake routine marking of pupil's work.

#### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies. Adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources.

## **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Assist in maintaining high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities.
- Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
- Contribute to the overall ethos/work/aims of the school.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend relevant meetings.
- Participate in training, including relevant learning strategies and other learning activities and performance management where required.
- A teaching assistant Level 3 may be called upon to provide cover supervision for a group or occasionally for a whole class for a session/lesson, this may involve the teaching assistant contributing to the planning, preparation, assessment and reporting.

This job description is not intended to be fully comprehensive of the role in which a Teaching Assistant is employed; however, it provides an indicator of the main functions and responsibilities expected; any breach or non-compliance to this description or policies and procedures will be treated as an act of gross misconduct.