



JOB DESCRIPTION

TEACHING ASSISTANT LEVEL 4

RESPONSIBLE TO:
Headteacher

MAIN CONTACTS:
**Headteacher, Class Teacher, Parents/Carers,
External Agencies**

JOB PURPOSE

To organise and manage the learning and environment and resources, undertaking specified work with individuals, groups and whole classes.

MAIN RESPONSIBILITIES

- To plan, prepare and deliver specified learning activities, setting challenging teaching and learning objectives to evaluate and adjust lessons / work plans as appropriate to ensure individual needs are met
- Monitor and evaluate pupil responses to learning through a range of assessment strategies to assess the needs of pupils using specialist skills to support pupils learning
- Develop and implement EHCP's including attendance at, and contribution to reviews to support pupils in response to their individual needs; leading meetings with parents/careers to provide constructive feedback on pupil progress /achievement
- Liaise with staff and other relevant professional including those from external agencies to ensure information is shared as appropriate
- Produce lesson plans and supervise whole classes delivering learning activities to support the development of pupils skills, this may include the provision of short-term cover supervision
- Record progress and achievement to provide objective and accurate feedback and reports including the provision of appropriate evidence to inform assessments and next steps planning
- To manage pupil behaviour in line with agreed policy to promote self-control and independence
- Support pupils with pastoral care to provide a supportive learning environment for pupils where individual needs are met
- Carry out clerical responsibilities to support the class teacher e.g. photocopying, laminating, pupil displays etc.

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance within the general scope of the post, including, for example, break duties and supervision of children.

JOB EVALUATION OUTCOME

FACTOR	RATIONALE	JE LEVEL	JE SCORE
KNOWLEDGE	Requires knowledge of procedures for supporting and leading learning activities including planning, preparing and delivering specified work to groups and classes.	4	80
MENTAL SKILLS	Contributes to planning and development of learning activities; plans specified learning activities responding to activity related problems without referral to teachers. Plans and develops EHCP's	3	39
INTERPERSONAL & COMMUNICATION SKILLS	Developed skills for communicating with individuals, groups and whole classes including assessing the impact and adjusting the approach as necessary.	4	52
PHYSICAL SKILLS	Keyboard skills required for some aspects of work	2	26
INITIATIVE & INDEPENDENCE	Works under the direction of the teacher in delivering specified learning activities, independently plans, prepares and delivers learning, assesses, records and reports on development, refers complex problems	3	39
PHYSICAL DEMANDS	Combination of suiting, standing and walking	1	10
MENTAL DEMANDS	Working with individuals, groups and whole classes of pupils requiring mental and sensory concentration; work is regularly interrupted although this does not normally required switching from one activity to another. Concentrated mental attention required to lesson planning	3	30
EMOTIONAL DEMANDS	Occasionally exposed to emotionally demanding behaviour as a result of attending to pupils personal needs and assisting with behaviour management	2	20
RESPONSIBILITY FOR PEOPLE	Under direction of the teacher takes responsibility for assessing pupils' learning needs and providing learning activities including planning and adjusting lessons and other activities	4	52

RESPONSIBILITY FOR SUPERVISION	No supervisory responsibility, may assist colleagues and demonstrate work to less experienced staff	1	13
RESPONSIBILITY FOR FINANCIAL RESOURCES	May handle small amounts of cash e.g. for school visits	1	13
RESPONSIBILITY FOR PHYSICAL RESOURCES	Responsible for safe and proper use and storage of equipment. Records confidential pupil data	2	26
WORKING CONDITIONS	Classroom conditions; possible unpleasant conditions e.g. sickness, toilet accidents depending on age of pupils. May be required to work outdoors.	2	20
TOTAL			420