



JOB DESCRIPTION

Job Title: Level 4 Teaching Assistant
Location: Wilson Stuart School
Grade: Level 4
Allowance: SEN

1.0 JOB PURPOSE:

- 1.1** To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This includes planning, preparing, and delivering learning activities for individuals or groups of pupils, and monitoring, assessing, recording, and reporting on their achievement, progress, and development.
- 1.2** The role involves supporting pupils with severe learning difficulties and complex medical needs, promoting independence, and ensuring their safety and well-being. You will also contribute to the management and development of a specialist area within the school and support other teaching assistants.

2.0 DUTIES AND RESPONSIBILITIES:

Support for Pupils

- 2.1** Assess the needs of pupils and use specialist skills to support learning, communication, and personal development.
- 2.2** Establish positive relationships with pupils, acting as a role model and setting high expectations.
- 2.3** Implement and monitor individual Education, Health and Care Plans (EHCPs).
- 2.4** Provide personal care support where required, following school policies and training.
- 2.5** Promote independence and provide feedback on progress and achievement.
- 2.6** Use assistive technology and communication aids effectively.

Support for the teacher(s)

- 2.13** Deliver planned lessons and supervise work set by teachers during absence.
- 2.14** Organise and manage learning environments and resources, adapting activities to meet individual needs.
- 2.15** Monitor and evaluate pupil responses using a range of assessment strategies.
- 2.16** Provide accurate feedback on pupil achievement and progress.
- 2.17** Assist in managing behavior and promoting self-control and independence.
- 2.18** Support teachers in curriculum development and moderation activities.
- 2.19** Plan, deliver, and assess lessons for pupils according to an agreed timetable for half of the week.
- 2.20** Assist in preparing and maintaining the learning environment
- 2.21** Support the maintenance of pupils' safety and security.



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- 2.22 Supervise the whole class for a short time in an emergency
- 2.23 Undertake routine marking in line with school policy
- 2.24 Provide general administrative support, for example, administer coursework, produce worksheets etc.
- 2.25 Undertake joint home visits as appropriate
- 2.26 Take responsibility for a designated whole school area

Support for the school

- 2.27 Lead in a designated specialist area and share expertise with colleagues.
- 2.28 Collaborate with therapists, medical staff, and external professionals to meet pupils' needs.
- 2.29 Promote and safeguard the welfare of pupils at all times.
- 2.30 Ensure compliance with Health and Safety and safeguarding procedures.
- 2.31 Participate in professional development and performance management.
- 2.32 Uphold the ethos and values of Wilson Stuart School.

Support for the curriculum

- 2.33 Support the use of information and communication technology in the classroom
- 2.34 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or encounters.
- 2.35 Ensure tasks are carried out with due regard to Health and Safety
- 2.36 Participate in appropriate professional development including adhering to the principle of performance management.
- 2.37 Adhere to the ethos of the school
 - 2.37.1 Promote the agreed vision and aims of the school
 - 2.37.2 Set an example of personal integrity and professionalism
 - 2.37.3 Attendance at appropriate staff meetings and parents' evenings
- 2.38 Any other duties as commensurate within the grade to ensure the smooth running of the school

OBSERVANCE OF THE ACADEMY'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

3.1 **Supervising Officer's Job Title:** Class Teacher / Form Tutor

3.2 Level of Supervision:

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within established guidelines subject to scrutiny by supervisor
- 3. Plan own work to ensure the meeting of defined objectives

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised i.e. through others)



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Post Title	GRADE	NO OF POSTS	Level of supervision (as in 3.2 above)
None			

- Use 1, 2 or 3 as in 3.2