

TEACHING ASSISTANT ROLES – PEN PICTURES (JANUARY 2014)

Teaching Assistant 1 – Grade 3

Under the direction of the classroom teacher, mainly concerned with the physical needs of pupils, will have a limited involvement in the supervision of directed set tasks, but will have greater involvement in the preparation of resources, basic record keeping and supporting the teacher with classroom organisation. It is envisaged that their contribution to the curriculum would be limited to ensuring the availability of resources, aids and materials.

Teaching Assistant 2(a) – Grade 4

Would be expected to receive clear guidance from the teacher in respect of their work with individuals or small groups. Their role would be to ensure pupils remain on task and to report progress to the teacher. These staff would build positive relationships with pupils and assist them to complete structured learning activities. The postholder would also assist in the production of learning resources, and pupil supervision.

This grade is not applicable to Teaching Assistants employed in Special Schools.

Teaching Assistant 2(b) – Grade 5

Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. The postholder will undertake monitoring and recording of pupil progress and provide feedback to the class teacher, establishing supportive and constructive relationships with pupils, parents and carers. Teaching Assistant 2(b)s will also provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

Teaching Assistant 3 – Grade 6

A TA3 will be expected to work with the teacher in a collaborative way, by contributing ideas and strategies. They will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils. General duties expected of the postholder would be to:

- plan and implement teaching and learning activities to individuals and groups;
- establish supportive and constructive relationships with pupils, parents, carers and the wider community, and liaise with outside agencies, where appropriate;
- undertake marking of pupils work and recording of achievements; and
- undertake **Cover Supervision**. On a daily basis, such responsibilities would include supervising work that has been pre-set for the class, managing the behaviour of pupils, dealing with any immediate problems, collecting any

completed work and reporting back as appropriate using the school's Behaviour Management Policy.

It is a matter for the School to determine the extent to which the postholder undertakes each aspect of the role profile.

Higher Level Teaching Assistant (HLTA) – Grade 7

Will work under an agreed system of supervision, supporting the qualified teacher as a part of a professional team. The HLTA will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise. The HLTA will plan their role in lessons, preparing, delivering, assessing, and marking learning activities for individuals/groups or short term for whole classes. The postholder may have responsibility for a specialist area within the school and may also co-ordinate and manage the work of other Teaching Assistants

