



LEVEL 3 TEACHING ASSISTANT JOB DESCRIPTION



Job Title:	Level 3 Teaching Assistant (with class responsibility)
Reports to:	SLT
Location:	Within the Federation
Pay Scale:	Grade 4 Point 7 (approx £15,386 per annum)
Hours:	30 hours per week, term time only

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Principal Accountabilities:

1. Support for children

Under the direction of a class teacher, supervise a class in following a programme of study.

Provide specialist learning support and knowledge of children with special needs or where English is not their first language.

Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the class teacher.

Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.

Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.

Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

Share the whole school commitment to safeguarding and promoting the welfare of children and young people.

2. Support for the curriculum

Support the school curriculum, including literacy and numeracy activities.

Provide additional tuition for children who need extra support.

Provide targeted support to enhance learning and improve attainment.

3. Support for the teacher

Contribute to reports on pupil progress and development against Early Years and National Curriculum descriptors.

Contribute to the development of ISPs for children with special needs.

Contribute to the planning and evaluation of work programmes for individual pupils and groups.

Provide feedback on learning activities and contribute to school review and development planning.

Organise the learning environment and develop appropriate classroom resources as required.

Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.

4. Support for the school

Develop and maintain effective working relationships with other staff and parents or carers.

Contribute to the maintenance of a safe and healthy environment, including during break times and lunchtimes.

Attend and actively participate in relevant meetings

Contribute to the development of less experienced teaching assistants

Act as a mentor for less experienced teaching assistants on best practice and methods of overcoming difficulties.

Make suggestions for school events and take a leading role in organising them as agreed.

The Federation of Nene and Ramnoth Schools work with staff, colleagues and families to safeguard and promote the welfare of children and expect all staff to share this commitment.

