



### Job Description

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|------------------------|------------------------------|
| <b>Job Title</b>       | Teaching Assistant – Level 3 |
| <b>Pay Scale</b>       | NJC 5-6                      |
| <b>Responsible To</b>  | Phase Lead                   |
| <b>Responsible For</b> | No subordinate staff         |
| <b>Number in Post</b>  | 12                           |
| <b>Date Drafted</b>    | Revised April 2025           |

#### **Job Purpose**

To work with teachers to support teaching and learning in our school, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

#### **Job Activities**

##### **Key Duties:**

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher.
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Teaching Assistants in this role are expected to undertake the following:

- a. Provide specialist support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory, or physical difficulties
- b. Provide specialist support to pupils where English is not their first language
- c. Provide specialist support to gifted and talented pupils
- d. Provide specialist support to all pupils in a particular learning area (e.g., ICT, literacy, numeracy, National Curriculum subject).
8. Demonstrate an understanding of safeguarding and child protection in line with school policy and procedures.
9. Act as lunchtime supervisor for 40 minutes per day of the pupil lunch hour

**Teaching Assistants in this role may also undertake some or all the following:**

1. Establish and maintain relationships with families, carers, and other adults, e.g., speech therapists.
2. Provide short term cover supervision of classes.
3. Supervise the work of other support staff/trainees.
4. Be responsible for the preparation, maintenance, and control of stocks of materials and resources.
5. Invigilate exams and tests.
6. Escort and supervise pupils on educational and out of school activities.
7. Guide and support pupils in their personal, emotional, and social development.
8. Prepare and present displays.
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground, and dining areas.
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
11. Be involved in planning, organising, and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
12. Work with pupils not working to the normal timetable.
13. Attend training and development events relevant to the role
14. Guide and support pupils in their personal, emotional, and social development.
15. Prepare and present displays.
16. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground, and dining areas.
17. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
18. Be involved in planning, organising, and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
19. Work with pupils not working to the normal timetable.
20. Attend training and development events relevant to the role.

### Notes:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of the School's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual. If, however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

### Location:

The job is initially located on the school's main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his/her competence, such jobs being in his/her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

### Hours:

37.5 hours per week, Monday - Friday although some evening or weekend working may occasionally be required to support the School's activities.

This is a term-time only post whereby you are required to work 39 weeks in total.

## Person Specification Teaching Assistant – Level 3

|  |           | To be identified by:       |
|--|-----------|----------------------------|
| <b>Education and Qualifications:</b>   |           |                            |
| NVQ Level 3 qualification in supporting teaching and learning or equivalent                        | Essential | Application Form/Interview |
| GCSE (or equivalent) Maths and English, A*-C   | Essential | Application Form/Interview |
| <b>Experience:</b> applicants should be able to demonstrate recent and relevant experience of:     |           |                            |
| Minimum of three years' experience of working with children in a Primary School setting            | Essential | Application Form/Interview |
| Experience of working in a relevant classroom/service environment                                  | Essential | Application Form/Interview |
| Experience of supporting and leading learning activities with children in a Primary School setting | Essential | Application Form/Interview |
| Experience of supporting pupils with challenging behaviour in a Primary School setting             | Essential | Application Form/Interview |
| Experience of working with in a Primary School setting   | Desirable | Application Form/Interview |

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| <b>Knowledge:</b> Applicants should be able to demonstrate a good knowledge and understanding of the following areas related to this post: |           |                            |
| Knowledge of how children can learn through creative and performing arts   | Desirable | Application Form/Interview |
| Knowledge of how children in a primary setting are supported   | Desirable | Application Form/Interview |

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|---|-----------|----------------------------|
| Knowledge of how children with special Educational Needs are supported                  | Desirable | Application Form/Interview |
| Ability to relate well to children  | Essential | Application Form/Interview |
| Ability to work as part of a team   | Essential | Interview                  |
| Good communication skills   | Essential | Application Form/Interview |
| Ability to relate well to parents/carers  | Essential | Application Form/Interview |
| Time management skills  | Essential | Interview                  |
| Organisational skills   | Essential | Interview                  |
| Knowledge of classroom roles and responsibilities                                       | Essential | Application Form/Interview |
| Knowledge of the concept of confidentiality   | Essential | Interview                  |
| First Aid certificate   | Desirable | Application Form           |
| Ability to make effective use of ICT  | Essential | Interview                  |
| Knowledge of policies and procedures relevant to child protection and health and safety | Essential | Interview                  |

| <b>Other:</b>  |           |                            |
|--|-----------|----------------------------|
| Commitment to undertake in-service development                                     | Essential | Interview                  |
| Commitment to safeguarding and protecting the welfare of children and young people | Essential | Application Form/Interview |
| Be approachable, positive, flexible, and enthusiastic with a good sense of humour  | Essential | Interview                  |
| Demonstrate a high level of commitment and professionalism                         | Essential | Interview                  |