



**Level 3 Teaching Assistant**  
**32.5 hours per week**  
**Term Time Only**

**Job Description.**

**Purpose:**

- To support and promote the academy's ethos, aims and core values in order to promote the welfare, progress and continued professional development of the academy and its children.
- To support the classroom teacher to facilitate the active participation of children in social and academic activities in the school.
- To contribute to raising standards of achievement for pupils.

**Responsible to:** The Headteacher

**General Duties:**

To carry out all duties of a Teaching Assistant including duties related to health and safety, safeguarding and equal opportunities.

**Key responsibilities:**

*Support for the children*

- Provide specialist learning support and interventions (requiring in-depth knowledge and experience) to children with special needs.
- 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 progress within the interventions.
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Provide ad-hoc supervision for classes, following a programme of study or series of lessons as required.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

*Support the curriculum*

- Arrange and deliver intervention groups for pupils to improve the range or quality of subjects offered, as agreed with the class teacher.
- Provide targeted support to enhance learning and improve progress.
- Support the school curriculum, including English and Maths activities.
- Provide additional tuition for children who need extra support with their learning, including the use of IT.

#### *Support the teacher*

- Contribute to reports on pupil progress and development against National Curriculum descriptors.
- Contribute to the development of all pupils including those with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities.
- Assist with the organisation of the learning environment and develop appropriate classroom resources as required.

#### *Support the school*

- Develop and maintain effective working relationships with other staff, parents/carers and Governors.
- Contribute to the maintenance of a healthy and safe environment.

#### *General*

- To take part in any performance management arrangement made by the school.
- Other duties and responsibilities express and implied which arise from the nature and character of the role and commensurate with the grade of the post.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

*Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.*