

## **JOB DESCRIPTION**

**Job title** Teaching Assistant

Grade 3

### **1.0 Job Purpose**

1.1 This level is applicable to experienced teaching assistants whose working role calls for a competence across a varied range of responsibilities.

1.2 To support the teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

### **2.0 Duties and responsibilities**

#### **Support for pupils**

2.1 Support the activities of individuals or groups (usually up to 15)

2.2 Establish and maintain relationships with individual pupils and groups

2.3 Contribute to individual education plans

2.4 Support pupils during learning activities

2.5 Promote pupils social and emotional development

2.6 Contribute to the health and wellbeing of pupils

2.7 Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role)

2.8 Support children with specific needs for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties

2.9 Support for Gifted and Talented pupils

2.10 Support pupils with literacy and numeracy skills

2.11 Support pupils to access the curriculum

2.12 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority.

#### **Support for the teacher**

2.13 Observe and report on pupil performance

- 2.14 Contribute to the planning and evaluation of learning activities
- 2.15 Assist in preparing and maintaining the learning environment
- 2.16 Contribute to the management of pupil's behaviour
- 2.17 Contribute to maintaining pupils records
- 2.18 Support the maintenance of pupil's safety and security
- 2.19 Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence.
- 2.20 To supervise a whole class during the planned absence of a teacher for PPA. (Additional payments are made for PPA cover.) Please refer to Support Staff Pay Policy for further guidance.
- 2.21 Undertake routine general marking in line with school policy
- 2.22 Provide general administrative support, for example, administer coursework, produce worksheets, prepare parent workshop materials.

### **Support for the school**

- 2.23 Support the development and effectiveness of team work within the school environment
- 2.24 Develop and maintain working relationships with other professionals
- 2.25 Liaise with parents as appropriate and model school practices/approaches with and to parents
- 2.26 Review and develop own professional practice
- 2.27 Work as required across the curriculum and in all key stages within the school.

### **Support for the curriculum**

- 2.28 Support the use of information and communication technology in the classroom
- 2.29 To perform other such duties as the Head teacher may from time to time determine
- 2.30 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.31 To ensure all tasks are carried out with due regard to health and safety
- 2.32 To undertake appropriate professional development including adhering to the principle of performance management
- 2.33 To adhere to the ethos of the school

2.33.1 To promote the agreed vision and aims of the school

2.33.2 To set an example of personal integrity and professionalism

2.33.3 Attendance at appropriate staff meetings and parents evenings if requested

2.34 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**Level of supervision** – left to work within established guidelines subject to scrutiny by supervisor

Special conditions – within the grade and job description of each level the exact focus of the role will be decided at school level and will take account the needs of the school as well as the experience and development needs of the member of staff.

Signed .....

Name .....

Date.....

**Excelsior Multi Academy Trust**  
**Job title – Level 3 Teaching Assistant**  
**Grade 3**

Method of Assessment (M.O.A)

A.F = Application Form, I = Interview.

| <b>Criteria</b>  | <b>Essential</b>   | <b>M.O.A</b> |
|--|--|--------------|
| <b>Experience</b><br>(relevant work and other experience)                                | Experience of supporting children in a classroom environment, including those with special educational needs   | AF/I         |
|  | Experience of using Information Technology to support pupils in the classroom  | AF/I         |
| <b>Skills and Abilities</b> (E.g. Written communication skills, dealing with the public) | A good standard of education particularly in English and Mathematics   | AF/I         |
|  | Knowledge of the EYFS Curriculum   | AF/I         |
|  | Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others learning environment             | AF/I         |
|  | Knowledge of the SEN code of practice  | AF/I         |
|  | Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of pupils | AF/I         |
|  | Ability to provide classroom cover – with agreed parameters – in the absence of a class teacher  | AF/I         |
|  | Ability to consistently and effectively implement agreed behaviour management strategies   | AF/I         |
|  | Ability to use language and other communication skills that pupils can understand and relate to  | AF/I         |

|                                 |   |   |
|---------------------------------|---|---|
|                                 | <p>Ability to establish positive relationships with pupils and empathise with their needs</p> <p>Ability to demonstrate active listening skills</p> <p>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task</p> <p>Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</p> <p>Ability to carry out and report on systemic observations of pupils' knowledge, understanding and skills</p> <p>Ability to assist in the recording of lessons and assessment as required by the teacher</p> <p>Ability to offer constructive feedback to pupils to reinforce self-esteem</p> <p>Ability to work within and apply all school policies e.g. behaviour management, child protection, health and safety, equal opportunities</p> | <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> |
| <b>Training</b>                 | Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge   | AF/I  |
| <b>Education/Qualifications</b> | NVQ Level 3 for Teaching Assistants or equivalent   | AF/I  |
| <b>Other</b>                    | Willingness to maintain confidentiality on all school matters   | AF/I  |

All applicants will be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour and attitudes to the use of authority and maintenance of discipline.