

**Teaching Assistant Level 3**

# Job details

Job title: TA3

**Salary:** Point 9-15 £15,635 - £17,608, Hourly rate £11.02-£12.42

Hours: 31 hours 45 mins Monday-Wednesday 8.20am-3.20pm Thursday 8:20am – 4:00pm Friday 8.30am-2.05pm

Contract type: Full time, Permanent term time only plus 5 INSET days

Reporting to: SLT

# Key Areas of Responsibility

**The TA3 will:**

* To assist the teacher in the whole planning cycle and the management/preparation of resources, to work both in and out of school hours to enrich curriculum learning, both in and out of school to enrich curriculum learning
* To undertake work, care or support programmes, inclusive of special / individual learning needs, to enable access to learning for all pupils
* To actively support the social and emotional needs of pupils both in and out of the classroom
* To carry out and evaluate Interventions for small groups of pupils
* To offer extra-curricular activities to pupils

**Duties and responsibilities**

**Supporting Pupils**

* Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners
* To set high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds
* Using specialist skills (curricular / learning), training and experience to provide support to pupils, including those with special needs or EAL needs, ensuring their safety and access to learning activities. This may include toileting and changing children where appropriate.
* To assist with the development and implementation of SSPs and behaviour plans
* To promote independence and employ strategies to recognise and reward achievement within established school procedures
* To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher
* To provide feedback to pupils on their progress and achievement under the guidance of a teacher
* To be involved in the process of differentiating activities to match pupil needs
* To plan, carry out and evaluate specific Interventions
* To support the SLT in managing challenging behaviour of vulnerable pupils

|  |
| --- |
| **Support for Teachers** |
| * To promote positive values, attitude and good pupil behaviour, dealing promptly with conflicts / issues and encouraging pupils to take responsibility for their own behaviour, in line with the school behaviour policy * To liaise sensitively and effectively with parents and carers as agreed with the teacher and participate in feedback sessions/meetings with parents under the teachers supervision * To work with the teacher to plan lessons. Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement, adjusting lessons and work plans as appropriate * To implement agreed learning activities / teaching programmes with advice from a teacher, adjusting activities according to pupil’s needs * To support the teacher by contributing to the delivery of local and national learning strategies (e.g. literacy, numeracy, KS3, early years); initiating other learning activities to support the development of pupils’ skills and recording achievement, progress and feeding back to the teacher * Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning outcomes * To provide objective and accurate feedback to the teacher and reports as required on pupil progress, ensuring availability of appropriate evidence * To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of records and systems as requested * To be responsible for the planning, mounting and displaying of pupils’ work in the classroom, under the guidance of a teacher * Within the context of the role, to determine the need for, prepare and maintain general and specialist equipment and resources * To provide minimal clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries, administering coursework, production of work sheets for agreed activities * To administer and assess / mark routine primary tests and contribute to the invigilation of tests / examinations as required * To provide short term emergency cover for unplanned teacher absence |

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school
* To contribute to the assessment of pupil progress

**Health, safety and discipline**

* Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a safe environment
* Devise, implement and review Individual Education Plans and Behaviour plans and other relevant plans in conjunction with other staff and external professionals

**Professional development**

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve their own practice
* Where appropriate, take part in the professional development of others

**Communication**

* Communicate effectively with pupils, colleagues, Parents/Carers and external agencies

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues and external partners
* Attend and participate in multi-disciplinary meetings contributing to the sharing of information and/or planning in relation to specific pupils.

**Personal and professional conduct**

* Maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the statutory frameworks relevant to the post
* To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person

**Management of staff and resources**

* Where necessary deploy support staff appropriately within the classroom

Other areas of responsibility

* Contribute to the creation of Individual Education plans and behaviour plans and support teachers in monitoring and providing evidence showing progress towards EHC plan targets, for identified pupils
* Contribute to EHC plan reviews where necessary
* To assist with the supervision of pupils out of lesson time. This will include during their break time and their lunch time, providing meaningful activities for them to participate in.
* To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher
* Undertake the role of Keyworker for nominated students, as chosen by the Senior Leadership team, having regular contact with them and building successful relationships with them and their Parents/Carers

The TA3 will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.