Samuel Pepys School

JOB DESCRIPTION

Job Title:	Teaching Assistant – Level 3
Reports to:	Leadership Team
Grade:	Level 3 scp 7-11
Hours:	32.5 hours per week

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 the class teacher, supervise the class in following a programme of study.
- Provide specialist learning support (requiring in-depth knowledge and experience) to children with severe 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.

2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Provide additional tuition for children who need extra support with ICT.
- Arrange and deliver special classes for pupils to improve the range or quality of subjects offered as agreed.
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Contribute to reports on pupil progress and development against National Curriculum descriptors.
- Contribute to the development of IEPs 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.
- Attend and actively participate in staff 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.

15.07.2025