**St Laurence Church Infant School**

**Job Description**

**Teaching Assistant Level 3**

**1 Job Purpose**

* 1. This level is applicable to experienced teaching assistants whose work role calls for competence across a varied range of responsibilities.
  2. To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

**2 Duties and Responsibilities**

**Support for pupils [either individually or in groups]**

**2.1** Support the activities of individuals or groups.

**2.2** Establish and maintain relationships with individual pupils and groups.

**2.3** Contribute to Individual Target Plans as appropriate.

**2.4** Support pupils during learning activities.

**2.5** Promote pupils’ social and emotional development.

**2.6** Contribute to the health and well-being 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 [where appropriate to the focus of the role]., for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.

**2.9** Support pupils with Literacy and Numeracy skills.

**2.10** Support pupils to access the curriculum.

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

**Support for the teacher[s]**

**2.12** Observe and report on pupil performance.

**2.13** Contribute to the planning and evaluation of learning activities.

**2.14** Assist in preparing and maintaining the learning environment.

**2.15** Contribute to the management of pupils’ behaviour.

**2.16** Contribute to maintaining pupils’ records.

**2.17** Support the maintenance of pupils’ safety and security.

**2.18** 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 short period of planned absence for less than a whole lesson.

**2.19** Undertake routine marking in line with school policy.

**2.20** Provide general administrative support, for example, produce worksheets etc.

**2.21** Undertake joint home visits as appropriate and in line with LA policy.

**Support for the school**

**2.22** Support the development and effectiveness of team work within the school environment.

**2.23** Develop and maintain working relationships with other professionals.

**2.24** Liaise with parents as appropriate.

**2.25** Review and develop own professional practice.

**2.26** Work as required across the curriculum and in all Key Stages within the school in accordance with the job.

**Support for the curriculum**

**2.27** Support the use of ICT in the classroom.

**2.28** 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.

**2.29** To ensure their tasks are carried out with due regard to Health and Safety.

**2.30** To participate in appropriate professional development including adhering to the principle of performance management.

**2.31** To adhere to the ethos of the school.

**2.31.1** To promote the agreed vision and aims of the school.

**2.31.2** To set an example of personal integrity and professionalism**.**

**2.31.3** Attendance at appropriate staff meetings and parents’ evenings.

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

**OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY & CODE OF CONDUCT WILL BE REQUIRED.**

**3 Supervision Received**

**3.1 Supervising Officer’s Job Title Headteacher**

**3.2 Level of Supervision**

~~1. Regularly supervised with work checked by supervisor.~~

2. Left to work within established guidelines subject to scrutiny by supervisor.

~~3. Plan own work to ensure the meeting of defined objectives.~~

Job Description issued, after consultation, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Description agreed, after consultation, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_