

Level 3 Teaching Assistant – Job Description

Job Title: Teaching Assistant – Level 3

School/Trust: St Luke's CofE Primary School

Reports to: Inclusion Manager

Grade: Level 3 (SCP 7 to 11)

Location: St Luke's CofE Primary School

Hours: (subject to maximum 37 hours per week)

Job Purpose:

- To support the participation of identified pupils in active learning to accelerate progress and raise attainment.
- Contribute to raising standards of achievement for all pupils, across all key stages.

Principal Accountabilities:

1. Support for children

- Under the direction of the Inclusion Leader, supervise and support children in following a programme of study and/or intervention programme.
- Provide specialist learning support (requiring in-depth knowledge and experience) to children with SEND or where English is not their first language.
- Take responsibility for delivering learning activities with individual pupils and small groups who would benefit from a different learning approach as agreed with the Inclusion Leader.
- 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 Inclusion Leader.
- Encourage and promote inclusion in every classroom, ensuring that all pupils can access the learning tasks and activities being delivered.

2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities, through delivery of individual and small group intervention programmes.

01353 656760
www.demat.org.uk

DEMAT Office Address:

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

The Diocese of Ely Multi-Academy Trust (DEMAT)

Company limited by guarantee Number 08464996. Registered in England & Wales.
Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

Love
Community
Respect
Trust
Ambition

- Provide targeted support to enhance learning, accelerate progress 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 individual support plans and EHCPs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups. Provide feedback on learning intervention impact 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 support pupils to make appropriate behavioural choices, working 1:1 as required.

4. Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required. Assist with pupil supervision out of lesson times, including before and after school and at lunchtime, where required.
- 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 the teacher.
- 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.
- Provide advice and guidance to colleagues as appropriate.

Love
Community
Respect
Trust
Ambition

01353 656760

www.demat.org.uk

DEMAT Office Address:

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

The Diocese of Ely Multi-Academy Trust (DEMAT)

Company limited by guarantee Number 08464996. Registered in England & Wales.

Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX