



St Thomas More RC College

**A group of believers united heart and soul in Community, Commitment,  
Communication and Communion  
(Acts of the Apostles 4:32)**

#### *JOB DESCRIPTION*

#### ***Teaching Assistant Level 3***

**Grade E points 11-16**

**Hours: 36 hours per week, Term time only, fixed term**

**Responsible to: Head of Learning Support**

#### **Post Objectives**

- To implement individual learning programmes for pupils with SEN under the guidance and direction of a teacher.
- To participate in the planning and supply of resources for individual learning programmes under the guidance and direction of a teacher.
- To participate in the school's staged procedures with regard to the Code of Practice (SEN).
- To be a positive member of the team in the running of the school under the leadership of the Headteacher.

#### **Main Duties and Responsibilities**

The following activities will be undertaken with the guidance and support of a teacher:

- To gather information, as directed, about named pupils and their current skills.
- To collaborate on the planning of individual learning programmes and the preparation of appropriate resources.
- To implement learning programmes – with individuals or small groups.
- To support pupils within the mainstream classroom to enable them to access and respond to the curriculum (supporting reading, writing, presentation and organisation of work) under the direction of the class teacher.
- To support pupils as directed during public and school examinations.
- To assist in teaching self-organisation skills to enable pupils to cope independently with school and homework tasks.
- To assist pupils with self-organisation (for the school day) and in the completion of homework tasks, in allocated periods at the beginning and end of the school day.
- To share responsibility for the supervision of pupils.
- To support pupils with specific needs with movement around the school.
- To assist teaching staff in the maintenance of pupil records, check lists, assessments and other necessary documentation.
- To maintain personal records, in an agreed and established format, or work completed with pupils.
- To participate in pupil centred planning and reviews as appropriate.

- Under the direction of the teaching staff to take responsibility, for liaison with parents or other involved agencies in respect of individual pupils.

### **General Assistance**

- To help control and maintain resources and records – worksheets, books, materials, technological aids and general equipment etc.
- To share responsibility for the maintenance of the school's displays and resources.
- To assist in the promotion of good liaison with parents, teachers and other members of the community.
- To assist, as necessary, in the visits of any other support agencies who might be involved in the support of pupil's referred for such support (Speech Therapist, Physiotherapist, Educational Psychologist).

St Thomas More is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure and the successful completion of a twelve-month probationary period.

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### Teaching Assistant Level 3

#### PERSON SPECIFICATION



1. Qualifications	
Essential	<ul style="list-style-type: none"><li>NVQ Level 3 Teaching Assistant or equivalent</li><li>A good standard of education with evidence of accreditation</li></ul>
2. Skills	
Essential	<ul style="list-style-type: none"><li>ICT Literate</li><li>Ability to keep records and write review reports</li><li>Willingness to support a child in non-structured time</li><li>Ability to liaise with pupils, staff and parents</li><li>Good verbal and written communication skills</li></ul>
3. Experience	
Essential	<ul style="list-style-type: none"><li>Experience of working in mainstream preferably Secondary or Upper Primary</li><li>Experience of producing materials to support in-class learning</li></ul>
4. Personal Qualities	
Essential	<ul style="list-style-type: none"><li>Good interpersonal skills</li><li>An excellent attendance and punctuality record</li><li>Reliability</li><li>Ability to work as a team member</li><li>Ability to work independently and show initiative</li><li>Ability to work under pressure</li><li>To be proactive</li><li>An empathy with the college's faith and values</li></ul>