



Job Description

Name:

Job Title: Teaching Assistant – Level 3

School: Kings Hedges Educational Federation

Grade:

Hours:

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school and in the management of pupils and the classroom. Contribute to raising standards of achievement for all pupils.

Principal Accountabilities:

1. Support for the Children

- Deliver planned curriculum activities as directed.
- Adapt lessons to meet the needs of individual children or small groups. Provide appropriate work to support the lesson when necessary.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Take responsibility for covering a class delivering learning activities under the guidance of the class teacher or senior leader.
- Establish and maintain supportive relationships with individual pupils, small groups and with parents/carers.
- Provide specialist learning support (requiring an in-depth knowledge and experience) to children with special needs including emotional and behavioural difficulties, or where English is not their first language.
- Provide learning support as required for all children including those with special needs or where English is not their first language.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

- Help with the care and support for pupils, including attending to their emotional and/or physical care needs.

2. Support for the Curriculum

- Support the school curriculum, including English and maths activities.
- Support the use of ICT in the curriculum and develop pupil's competence and independence in its use.
- Make suggestions and deliver groups 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

- Complete records and provide reports on pupil's progress and development as directed.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Monitor and track progress and provide feedback to assist in the gathering of information for pupils with special educational needs.
- Liaise with specialist outside services in order to provide information on pupil's progress and development.
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays etc.
- 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

- Act in accordance with school policies and procedures particularly in relation to child protection and behaviour management.
- Develop and maintain effective working relationships with other staff.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Accompany staff and pupils on visits, trips and out of school activities as required.

- Participate in and support the professional development of other teaching assistants as required including acting 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.
- Undertake supervision of pupils at lunchtimes and break times.
- Carry out any reasonable task which is necessary for the efficient running of the school and the safety and wellbeing of the pupils.
- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee. Take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Signature

Date

Date for review