



## Aurora Academies Trust: Glenleigh Park TA3 Job Description

**JOB TITLE: Teaching Assistant (3)**  
**GRADE: Single Status Grade 4**  
**HOURS: 32.5hrs per week, term time only**  
**CONTRACT: Permanent**

The post-holder reports to the Headteacher in all matters. The post-holder is expected to interact, on a professional level, with colleagues, in order to ensure excellent provision for all pupils and work collaboratively with all other colleagues.

MAIN PURPOSE OF THE JOB	
Working under guidance: implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in the whole planning cycle and the management/preparation of resources. To support other teaching assistants in the school.	
1	To assist in the induction of new teaching assistants including participating in the delivery of training
2	To act as the first point of reference for other teaching assistants experiencing problems or needing advice
3	To work with the teacher to establish an appropriate learning environment
4	To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
5	To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
8	To use specialist (curricular/learning) skills to support pupils
9	To assist with the development and implementation of IEPs
10	To establish productive working relationships with pupils, acting as a role model and setting high expectations
11	To promote the inclusion and acceptance of all pupils within the classroom
12	To support pupils consistently whilst recognising and responding to their individual needs.
13	To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
14	To promote independence and employ strategies to recognise and reward achievement and self-reliance
15	To implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
16	To support the use of ICT in learning activities and develop pupils' competence and independence in its use
17	To determine the need for, prepare and maintain general and specialist equipment and resources
18	To provide feedback to pupils in relation to progress and achievement
19	To provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence

20	To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
21	To undertaking marking of pupils' work and accurately record achievement/progress
22	To promote positive values, attitudes, and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
23	To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed
24	To administer and assess routine tests and invigilate exams/tests
25	To 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
26	To undertake planned supervision of pupils out of school hours
27	To supervise pupils on visits, trips and out of school activities as required
28	To support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
29	To provide general clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc
30	To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment i.e. photocopier, laminator, making books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance 30. To attend and participate in regular meetings
31	To participate in training and other learning activities offered by the school to further knowledge (within employed hours).
32	To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy

In addition, the post is subject to compliance with;

- 1) School policies, guidelines and procedures.
- 2) AAT policies.
- 3) National Professional Standards for Teaching Assistants
- 4) All staff have a responsibility for providing and safeguarding the welfare of children and young persons h/she is responsible for or comes into contact with.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time, without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

March 2022