



Hollymount School

Job Title: Teaching Assistant Grade 3

JOB PURPOSE

To work collaboratively with teaching staff with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising advanced/high level of knowledge and specialist skills across a range of specialist disciplines being responsible for a team of Teaching Assistants.

Take responsibility for promoting and safeguarding the welfare of children and young people within the school. To ensure current practices and procedures are followed by maintaining up to date training, including reading statutory government documents.

OUTLINE RESPONSIBILITIES AND TASKS

Under the educational plan agreed with teaching staff and with the minimum of supervision:

- To be fully involved in all stages of the planning cycle to ensure full and effective evaluation of children's curriculum experiences, i.e. planning for children's curriculum experiences, organising and managing learning experiences, intervene in/direct experiences, assess quality of experiences and recording achievement.
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use specialist skills to foster the intellectual and social development of children.
- Monitor the needs of individual pupils and, in conjunction with teaching staff, to develop appropriate measures to acknowledge progress and achievements, overcome problems and to facilitate physical, emotional and education development of pupils and groups of pupils.
- To lead and supervise the work of individual or team of Teaching Assistants.
- To be part of the school/service management and planning team.
- To be responsible for planning of work programmes for individuals and groups of children.

QUALIFICATIONS REQUIRED (ESSENTIAL)

See job advert

The ability to support pupils and staff and communicate with parents through fluent and accurately spoken English

SUPERVISORY RESPONSIBILITY

Individual or team of Teaching Assistants.

SUPERVISION RECEIVED

Headteacher/classroom teacher.

PRINCIPAL CONTACTS

Pupils, parents, Headteacher, classroom teacher, other professional groups, Governors, Teaching Assistants.

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Pupils, parents, classroom teacher/supervisor, other professional groups, other Teaching Assistant

