

# Nova Primary School

## Job Description

---



**Post:** Level 3 Teaching Assistant  
**Responsible to:** Senior Leadership Team  
**Post Grade:** Bristol Grade 7  
**Hours:** 31.25 term time only + 5 INSET days

### Key Role/Functions

To work under the guidance of teaching staff to **support and enhance children's learning**. To assist teachers in the management and preparation of resources and liaise with other professionals to support children in their educational and general development.

### Specific Duties and Responsibilities

#### 1. Pupil Support

- To support learning and promote independence in a safe, secure, challenging environment. To employ strategies to help children understand and achieve and to recognise and reward success and self-reliance.
- To support learning as identified in the **teacher's plans** and focus on specific children as required.
- To act as a role model, with high expectations and a consistent, positive approach to behaviour management.
- To encourage children to work successfully with others and meet the learning objectives of the lesson and their individual targets
- To observe, record and support the development and progress of children in the class or with specific interventions and to feed back to teachers and other professionals on progress and achievement of individuals and groups worked with
- Provide support to children with emotional or social difficulties as required in order to help them successfully engage with learning

#### 2. Support For Teachers

- To discuss daily and weekly lesson plans with teachers and contribute ideas and observations to help adjust them as appropriate
- To liaise and work with other staff to help ensure an appropriate learning environment, help prepare resources and set up activities
- To communicate appropriately and supportively with **parents and carers under the teacher's** guidance and to participate in feedback sessions/meetings with parents if required
- To monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required
- In class to undertake marking of the pupils' work as agreed with the teacher and accurately record achievement/progress

- To provide some administrative support to the teacher in preparing resources / assessment materials
- To **implement the school's positive behaviour management** policy and manage behaviour fairly and consistently.

### 3. Support for the Curriculum

- To help prepare and manage specific activities or teaching programmes as requested / designed by the teacher, adjusting them according to **children's** responses and needs
- To help set out and prepare equipment indoors and outdoors
- To understand the skills children are expected to develop as set out in the curriculum and lesson plan. To employ strategies to support children in developing these skills.
- To support the use of ICT in learning activities and develop **children's** competence and independence

### 4. Support for the School

- To promote the policies and ethos of the school, and act as a positive role model and ambassador for the school.
- To help display work to reflect the **children's** achievement and aid learning.
- To help supervise children on outings and visits as required.
- To attend staff meetings as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Designated Safeguarding Lead.
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, undertaking training where necessary.
- To be a proactive member of the school and key stage team
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher
- To attend relevant courses and learning activities in order to update knowledge as required

### GENERAL

- The Teaching Assistant may be called upon to perform other duties that the Head teacher considers reasonable, that are commensurate with the grading and designation of the post.