

Salary:	Level 3 - Grade D - Points 7-11 on the NJC Pay Scale
Responsible to:	Classteachers, Phase Leads, SLT, Headteacher
Date of Job Description:	June 2025

Purpose of the Role:

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.

- To work in support of the Team FCAT Work and Wellbeing Charter.

Key Duties:

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher;
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;
4. Contribute to planning learning activities with the teacher, writing evaluations as required;
5. Communication with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;
6. Select and adapt appropriate resources / methods to facilitate agreed learning activities;
7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment;
8. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate;
9. Teaching Assistants in this role are expected to undertake at least one of the following:
 - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties;
 - b. Provide specialist support to pupils where English is not their first language;
 - c. Provide specialist support to gifted and talented pupils;
 - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
10. Maintain confidentiality and adhere to safeguarding procedures;
11. Demonstrate and adhere to the school's health and safety policies and procedures.

Teaching Assistants in this role may also:

1. Establish and maintain relationships with families, carers and external professionals
2. Provide short term cover supervision of classes¹;
3. Assist with break-time supervision including facilitating games and activities;
4. Be responsible for the preparation of materials and resources;
5. Invigilate exams and tests;
6. Escort and supervise pupils on educational and out of school activities;
7. Guide and support pupils in their personal, emotional and social development;
8. Prepare and present displays;
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas;
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
11. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews;
12. Work with pupils not working to the normal timetable;
13. Demonstrate own duties to new or less experienced staff
14. The role may involve providing support to pupils with additional learning needs, which includes planning and delivering targeted interventions, assessing and reporting on pupil progress, and adapting learning activities and resources. This may also involve collaborating with teachers, the SENDCO, parents, and outside agencies to implement individual development plans and strategies that promote pupil well-being and independence.

Indicative knowledge, skills and experience

- Level 3 NVQ or relevant Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework.
- Demonstrate specialist skills relevant to their role above.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

¹ Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.