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| Post Title: | Teaching Assistant Level 3 |
| Overall Responsibility: | * Supporting and delivering learning |
| Reporting to: | Teaching Staff, HLTA’s, |
| Liaising with: |  |
| Disclosure level: | Enhanced DBS |
| Christian Ethos: | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| Principal Responsibilities : | |
| **Key Role/Functions**  To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. (3 days maximum). The primary focus will be to maintain good order and to keep pupils on task.In providing cover supervision Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities. The role will also involve testing pupils literacy levels and supporting in the diagnosis of dyslexia.  **Specific Duties and Responsibilities – TA3**  **1.** **Support For Pupils**   * To support pupils’ development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance * To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations * To focus on individual pupils to ensure their needs are being met within the group * To work with other staff to develop and implement the pupil profiles * To encourage pupils to interact and work co-operatively with others * To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement * To promote the inclusion and acceptance of all pupils within the classroom * To encourage good personal hygiene and assist with necessary self help skills (feeding, toileting, dressing, etc) * To meet the physical/medical needs of the pupil according to a pupil’s individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.  1. **Support For Teachers**  * To plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate * Occasional supervision of the class in the course of short term absences of teachers, focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff and within an agreed system of supervision * To liaise with other professionals to ensure an appropriate learning environment * To set out, prepare, use and tidy equipment * To promote home school partnerships * To listen, support and discuss issues sensitively with parents and carers under the teacher’s supervision and to participate in feedback sessions/meetings with parents * To monitor and evaluate pupil’s responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives * 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 * 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 pupils work as agreed with the teacher and accurately record achievement/progress * To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher * To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, etc. * To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.   **3.** **Support For The Curriculum**   * To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils’ responses/needs * To set out and prepare equipment indoors and outdoors * To implement local and national learning strategies, e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills * To support the use of ICT in learning activities and develop pupils’ competence and independence in its use * To help pupils access learning activities through specialist support * To determine the need for, prepare and maintain general and specialist equipment and resources   **4. Support For The School**   * To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour * To display pupils work to reflect their achievement * To supervise pupils 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 Headteacher, receiving training where necessary from the school * To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school * To support and encourage students on childcare courses, work experience, teaching practice, etc. * To be a proactive member of the school and class team * To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils * To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * To undertake planned supervision of pupils’ out of school hours learning activities * To attend relevant courses and learning activities in order to update knowledge as required * To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects   **GENERAL**   * The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post   Key Role/ Functions  To work under the instruction/ guidance of teaching/senior staff to undertake work /care/support programmes, to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.  Specific Duties and Responsibilities – TA2  1. Support for Pupils   * To promote pupils' development in a safe, secure , challenging environment * To have regard for the safety and well being of the pupil at all times * To meet the physical/medical needs of the pupil according to a pupil’s individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person. * To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible * To participate in pupils' play and extend and stimulate language through conversation * To focus on individual pupils to ensure their needs are being met within the group. * To encourage inclusion within the classroom * To display pupils' work to reflect their achievement * To encourage good personal hygiene and assist with necessary self help skills (feeding, toileting, dressing etc.) * To encourage pupils to interact with others and engage in activities led by the teacher * To assist in the supervision of pupils on outings and visits   2. Support for Teachers   * To liaise with teachers regarding the daily/weekly programme of activities and events * To work with other staff delivering Individual Education and Health Care Plans * To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom * To gather information from parents/carers as requested * To assist parents working in schools * To be aware of pupil problems/progress/achievements and report to the teacher as agreed * To support pupil record keeping as requested * To provide clerical support e.g. photocopying. filing, receiving and passing money to the school secretary * To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self control and independence   3. Support for the School   * To work alongside other professionals in assessing children’s progress/needs * To attend appropriate staff meetings as required * To support parents working in schools * To assist with the general supervision of pupils during breaktimes and/or when required * To work as a member of the staff team in all relevant activities to develop the school * To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school * To be aware of all Health & Safety issues * To assist with the general supervision of pupils during breaktimes and/or when required * To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Headteacher * To support and encourage students on Childcare courses, Work Experience etc. * To be a proactive member of the school and class team * To attend relevant professional development to update knowledge   4. Support for the Curriculum   * To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies * To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use * To set out, prepare and maintain equipment, indoors and outdoors   GENERAL   * The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post | |
| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

**September 2020**