

Job description for the post of: Teaching Assistant 3

Directorate: Children and Young People

Location:

LA4 5JL

Establishment or team:

Morecambe Bay Community Primary School

Post number:

07/2026

Grade:

6 SCP 11-19

Line manager:

Phase Leader

Car user:

No

The purpose of this job is:

To work collaboratively with the teacher in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive relationships with pupils.

Core tasks

In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts

Support for Pupils

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To implement specific programmes with individual pupils or small groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To record work on a regular basis and to prepare reports termly or as required.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To monitor individual pupils progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including class lists.
- To provide ideas, materials and learning strategies for lessons
- To liaise with parents and outside agencies, where appropriate.
- To assist with the arrangements for administering pupil work experience.
- Undertake marking of pupils work and record achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.

- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities.

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Prepared by: Lee Dougan, Headteacher

Date: July 2026

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.