



THE THREE SAINTS ACADEMY TRUST

LEVEL 3 TEACHING ASSISTANT – JOB DESCRIPTION

Name of School: Blackmoor Park Infant School, Leyfield Road, LIVERPOOL, L12 9EY

Line Manager: Class Teacher

Responsibility: support teaching and learning under the direction of the Class Teacher

Purpose of the Role

To work collaboratively with teachers, senior leaders and other professionals to support the learning, wellbeing and personal development of pupils across the school. The Level 3 Teaching Assistant will provide high-quality classroom support, deliver targeted interventions, contribute to the assessment of pupils' progress and promote high standards of learning, behaviour and inclusion, enabling every pupil to achieve their full potential.

Key Responsibilities

1. Supporting Pupils

- Build positive, respectful and professional relationships with pupils, promoting confidence, resilience and independence.
- Support individuals, groups and whole-class learning under the direction of the class teacher.
- Plan and deliver targeted interventions and structured learning programmes to accelerate pupils' academic, social, emotional and communication development.
- Adapt learning activities and support strategies to meet the diverse needs of pupils, including those with Special Educational Needs and Disabilities (SEND), Education, Health and Care Plans (EHCPs) and other additional needs.
- Support pupils to develop independence, self-regulation, resilience and positive learning behaviours.
- Provide constructive verbal and written feedback to pupils in line with teacher guidance.
- Support pupils with personal care, medical needs and intimate care where appropriate and in accordance with school procedures.
- Promote equality, inclusion and high expectations for all pupils.

2. Supporting Teaching and Learning

- Work collaboratively with teachers to prepare, deliver and evaluate learning activities across the curriculum.
- Prepare, organise and maintain high-quality learning resources and stimulating classroom environments.
- Deliver planned learning activities and intervention programmes, adapting activities where appropriate to meet pupils' needs.
- Observe, assess and record pupils' progress, attainment, behaviour and wellbeing, providing accurate feedback to teachers to inform future planning.
- Contribute to assessment processes through observations, assessment records and pupil progress information.
- Support the effective use of technology and digital learning resources to enhance teaching and learning.
- Promote positive behaviour and high levels of engagement within the learning environment.
- Support educational visits, enrichment activities and wider curriculum opportunities.

3. Safeguarding, Behaviour and Inclusion

- Promote and safeguard the welfare of children and young people in accordance with *Keeping Children Safe in Education (KCSIE)*, *Working Together to Safeguard Children*, and The Three Saints Academy Trust safeguarding and child protection policies.
- Maintain an attitude of *"it could happen here"* and remain vigilant to signs of abuse, neglect, exploitation or other safeguarding concerns.
- Report safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL in accordance with Trust procedures.
- Promote positive behaviour through the consistent implementation of the school's behaviour policy.
- Support pupils' emotional wellbeing, mental health and personal development through positive relationships and appropriate pastoral support.
- Maintain appropriate professional boundaries and confidentiality at all times.

4. Working with Others

- Work collaboratively with teachers, support staff, senior leaders and external professionals to improve outcomes for pupils.
- Liaise effectively with parents and carers, where appropriate, under the direction of the class teacher or senior leaders.
- Contribute to pupil review meetings, intervention planning and professional discussions.
- Support and, where appropriate, provide guidance to other Teaching Assistants and volunteers working within the classroom.
- Participate fully in staff meetings, training, professional development and Trust-wide collaborative initiatives.
- Contribute positively to the wider life of the school and The Three Saints Academy Trust.

5. Professional Responsibilities

- Demonstrate professionalism, integrity, reliability and flexibility in carrying out duties.
- Maintain accurate records relating to interventions, assessments and pupil progress.
- Comply with all Trust policies relating to Health and Safety, Equality, Data Protection, Confidentiality, Attendance and Professional Conduct.
- Participate in mandatory and role-specific training, including safeguarding, behaviour management, SEND, first aid (where appropriate) and health and safety.
- Engage fully in professional development and appraisal, reflecting on practice to continually improve effectiveness.
- Undertake any other duties appropriate to the grade of the post as reasonably requested by the Headteacher or line manager.

Safeguarding Statement

The Three Saints Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

All employees are required to understand their responsibilities under the latest *Keeping Children Safe in Education (KCSIE)* statutory guidance and to maintain an attitude of *"it could happen here"* in relation to safeguarding. Staff must report any concerns about a child's welfare immediately in accordance with Trust safeguarding procedures and participate fully in safeguarding training.

This post involves regulated activity with children and is therefore subject to an Enhanced Disclosure and Barring Service (DBS) check, online searches, satisfactory references, verification of identity, right to work in the UK, and all other safer recruitment checks required by legislation and Trust policy.

Headteacher Signature: _____

Postholder Signature: _____

Date: _____