

## **JOB DESCRIPTION – TEACHING ASSISTANT: LEVEL 3**

### **Line Manager is Head of School**

#### **Job Purpose**

- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate. Working closely with all colleagues for planning and moderation  
To uphold and support the Catholic ethos and mission of the school.

#### **Duties and responsibilities**

##### **Support for pupils (either individually or in groups)**

- Support the activities of individuals or groups.
- Establish and maintain relationships with individual pupils and groups
- Contribute to Pupil profile targets as appropriate
- Support pupils during learning activities
- Promote pupils' social and emotional development
- Contribute to the health and well being of pupils
- Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role)
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties
- Support for Gifted and Talented pupils.
- Support pupils with literacy and numeracy skills
- Support pupils to access the curriculum
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority.

##### **Support for the teacher(s)**

- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities
- Assist in preparing and maintaining the learning environment (indoors and outdoors)
- Contribute to the management of pupils' behaviour
- Contribute to maintaining pupils' records
- Support the maintenance of pupils' safety and security.
- Supervise the whole class for a short time in an emergency normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made.
- Supervise whole class for designated sessions after joint agreement with Principal/ Vice Principal
- Provide general administrative support, for example, administer coursework, produce worksheets etc.
- Reports to class teacher and other colleagues on day to day matters

##### **Support for the school**

- Support the development and effectiveness of team work within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice.
- Work as required across the curriculum and in all Key Stages within the school

- Give general support to school activities
- Promote the Catholic ethos of the school

### **Support for the curriculum**

- Support the use of information and communication technology in the classroom
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes in contact with
- To ensure their task are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings ~~and parents evenings~~
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### **Specific Duties**

- To voluntarily administer basic first aid as necessary and advise on the treatment of accidents as requested by the Principal.
- To assist the children in the event of a toilet accident or sickness.
- To assist with whole school duty rotas.
- To attend INSET in order to keep up to date.
- Allowance to be paid for provision of PPA cover (to be reviewed annually)(where applicable)

### **Professional Development**

To take responsibility in identifying personal development needs, alongside those identified from feedback from colleagues and school priorities.

This job description was done in consultation with the post holder and Principal to be reviewed annually or before if necessary.

Signed by \_\_\_\_\_ Teaching Assistant

Signed by \_\_\_\_\_ Principal

Dated \_\_\_\_\_