

**TEACHING ASSISTANT - LEVEL 3  
JOB DESCRIPTION**

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

**LEVEL 3** - 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.

**SUPPORT FOR PUPILS**

To work with groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of ASPs.  
Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities.  
Give regular feedback on children's progress to the class teacher and file records.  
Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters.  
Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs. Promote the inclusion and acceptance of all pupils.  
Encourage pupils to act independently as appropriate.  
Challenge and motivate pupils, promote and reinforce self-esteem.  
To supervise whole classes as required.

**SUPPORT FOR TEACHERS**

Support pupils' access to learning using appropriate strategies, resources etc.  
Work with other staff in planning, evaluating and adjusting learning activities as appropriate.  
Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.  
Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence.  
Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.  
Assist in the development and implementation of appropriate behaviour management strategies. Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.  
Undertake planned supervision of pupils during out of school learning activities.

**SUPPORT FOR THE CURRICULUM**

Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.  
Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.  
Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

SUPPORT FOR THE SCHOOL

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Contribute to the overall ethos/work/aims of the school.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

Attend and participate in regular meetings.

Participate in training and other learning activities as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Assist in the supervision, training and development of staff.

Implement planned supervision of pupils out of school hours.

Supervise pupils on visits, trips and out of school activities as required.

This job description is not intended to be fully comprehensive of the role in which a Teaching Assistant is employed; however, it provides an indicator of the main functions and responsibilities expected; any breach or non-compliance to this description or policies and procedures will be treated as an act of gross misconduct.