**Professional Duties of Teaching Assistant Level 3**

**Summary**

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. The primary focus will be to encourage students to make the best progress possible and ensure they are supported fully, both academically and pastorally.

**Support for Students**

* Use specialist (curricular/learning) skills/training/experience to support students
* Assist with the development, implementation and evaluation of student passports
* Establish productive working relationships with students, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all students within the classroom
* Support students consistently whilst recognising and responding to their individual needs
* Encourage students to interact and work co-operatively with others and engage all students in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to students in relation to progress and achievement

**Support for the Teacher**

* Work with the teacher to establish an appropriate learning environment
* Work with the teacher in lesson planning, evaluating and adapting lessons/work plans as appropriate
* Monitor and evaluate students’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide objective and accurate feedback as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for keeping and updating records as agreed with the SENCO, contributing to reviews of systems/records as requested
* Undertake marking of students’ work and accurately record achievement/progress within interventions
* Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
* Liaise sensitively and effectively with parents/carers as agreed with the SENCO within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
* Provide general clerical/admin support e.g. produce adapted worksheets for agreed activities such as targeted interventions

**Support for the Curriculum**

* Implement agreed learning activities/teaching programmes, adapting activities according to student responses/needs
* 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
* Support the use of ICT in learning activities and develop students’ competence and independence in its use
* Help students to access learning activities through specialist support and adaptation
* Determine the need for, prepare and maintain general and specialist equipment and resources

**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 students 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 students
* 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, support and inform others
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Undertake planned supervision of students’ out of school hours learning activities
* Supervise students on visits, trips and out of school activities as required