



JOB DESCRIPTION

TEACHING ASSISTANT

LEVEL 3

This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.

Purpose of job

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Duties and responsibilities

Support for pupils (either individually or in groups)

1. **Support the activities of individuals or groups (normally up to 8).**
2. Establish and maintain relationships with individual pupils and groups.
3. Contribute to Individual Education Plans as appropriate.
4. Support pupils during learning activities.
5. Promote pupils' social and emotional development.
6. Contribute to the health and well-being of pupils.
7. Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role).
8. 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.
9. Support pupils with literacy and numeracy skills.
10. Support pupils to access the curriculum.

Support for the teacher(s)

1. Observe and report on pupil performance.
2. Contribute to the planning and evaluation of learning activities.
3. Assist in preparing and maintaining the learning environment.
4. Contribute to the management of pupils' behaviour.
5. Contribute to maintaining pupils' records.
6. Support the maintenance of pupils' safety and security.

7. 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) or for a very short period of planned absence for less than a whole lesson.
8. Provide general administrative support, for example, administer coursework, produce worksheets etc.,
9. Undertake more complex marking of pupils' work in line with school policy.
10. Undertake joint home visits as appropriate and in line with LEA policy.

Support for the school

1. Support the development and effectiveness of teamwork within the school environment.
2. Develop and maintain working relationships with other professionals.
3. Liaise with parents as appropriate.
4. Review and develop own professional practice.

Support for the curriculum

1. **Support the use of information and communication technology in the classroom.**

Qualification required – Essential – NVQ level 3 or equivalent

Reports to **Headteacher**

Principal contacts **Class Teacher and Key Stage Co-ordinator**

Special Conditions **See the Education (Specified Work and Registration) (England) Regulations 2003 and Guidance for Schools on Cover Supervision.**

The role may be based in the Special Needs Resource Base at certain times. Whilst in the Special Needs Resource Base there will be an entitlement to SEN 1 allowance.