

JOB DESCRIPTION 2022
Teaching Assistant Level 3

DEPARTMENT/SCHOOL: St Philip's CEAPS
POST TITLE: Teaching Assistant Level 3 in EYFS (Reception class)
Grade: Grade 5
REPORTS TO: Headteacher

Main Purpose of the Job:

To work with and supervise groups or individual children under the direction/instruction of teaching and/or SLT.

Enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques in line with school policy.

Under the direction and guidance of a teacher, support the delivery of specialist support and take a supporting lead role in addressing the needs of pupils who require help to overcome barriers to learning

Deliver learning programmes and support individual pupils, small groups (and whole classes during the short term absence of teachers)

MAIN DUTIES

SUPPORT FOR PUPILS

- under the direction of the teacher or SLT

- To work with groups of children under the supervision of the teacher including the implementation and the delivery of programmes of work and interventions
- Use specialist (curricular learning) skills/training/experience to support pupils
- Establish good relationships with pupils, as a 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 interact and work co-operatively with others and engage all pupils in activities
- Promote self-esteem and independence, employing strategies to recognise and reward success and achievement
- Give regular feedback on children's progress to the class teacher and file records
- Provide feedback to pupils in relation to progress and achievement
- Attend to children's personal needs, including minor first aid and provide advice on pastoral, social health, physical hygiene and welfare matters.

Support for Teachers

- under the direction of the teacher or SLT

- Prepare the classroom for lessons, including display work and clearing away afterwards as appropriate.
- Contribute to the planning cycle, managing and preparing resources, evaluating and adjusting lessons/work plans as directed by the teacher
- Be responsible for keeping and updating records, information and data.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Undertaking marking of pupils' work to predetermined expectations / criteria and accurately record achievement/progress in line with the Marking Policy.
- Administer and assess routine tests and support assessments.
- Provide specialist advice and guidance as required
- Contribute to the development and implementation of appropriate behaviour management strategies
- Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives

- To cover classes effectively in the short term absence of a teacher.

Support for the Curriculum – under the direction of the teacher or SLT

- Follow agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs, including assessment
- Contribute to the development of lesson/work plans
- Provide curriculum / resource support and undertake programmes including those linked to local and national learning strategies
- Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
- Assist pupils to access learning activities through specialist support as required
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

- Willingness to attend training relevant to the role.
- Ensure strategic processes are complied with in order to overcome barriers to learning, including e.g. behaviour management strategies
- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff
- Accompany teachers and pupils on educational visits
- Assist in maintaining high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities.
- 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.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Comply with staff code of conduct.
- Contribute to the overall ethos, work, and aims of the school as part of the Christian community.
- To cover whole classes during short term absence of teachers.

Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out ‘specified work’.

A teaching assistant Level 3 may be called upon to provide cover for whole classes e.g. to cover short term teacher absence. During the cover periods, there will be a requirement for the teaching assistant to carry out specified work such as, preparation, assessment and reporting.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Postholder’s Signature:		Date:	
Headteacher’s Signature:		Date:	

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