

Job Description

Title of Post:	Teaching Assistant Level 3
Grade and SCP	Grade 6 (SCP 7-11)
Accountable to:	SENDCo

Main purpose

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- Provide support requiring detailed and specialist knowledge in particular areas, and support those who need particular help to overcome barriers to learning.

Duties and responsibilities

Support for Students

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Provide in-class support through promoting, supporting and facilitating inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Assist with the supervision of pupils out of directed lesson time, including lunchtimes as required, within working hours
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Undertake exam invigilation, following training provided
- Undertake any other relevant duties given by the class teacher
- Supervise a class, for a short period of time if the teacher is temporarily unavailable

Support for SENDCo/Teachers

- Contribute to effective assessment and planning, under the direction of a teacher/SENDCo, by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Use allocated time to devise clearly structured activities that interest and motivate learners to support in advancing their learning
- Collaboratively plan how to support the inclusion of pupils in the learning activities and also during intervention

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers in the role generally and also as a Keyworker.
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the SENDCO, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand the role in order to be able to work collaboratively with teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of 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 comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that the Principal/Headteacher feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Principal/Headteacher in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed _____

Date _____

Headteacher/Principal

Signed _____

Date _____

Name _____

Postholder

