

## Job Description

KEY INFORMATION	
Post title:	Teaching Assistant Level 3
Grade:	6
Responsible to:	Assigned member of SLT
Responsible for:	N/A

OVERALL PURPOSE OF JOB
To work under the guidance of teachers and other colleagues to implement and deliver a range of programmes and interventions for individual pupils or small groups of pupils.

MAIN DUTIES AND RESPONSIBILITIES	
1	Under guidance, work with individual pupils, small groups and where appropriate the whole class, to implement and deliver programmes of work
2	Use initiative in delivering and implementing learning activities by application of specific skills, knowledge and experience of pupils, under the guidance of the teacher or other relevant colleague
3	Plan and prepare own work in accordance with instruction, including adaptation of work/activities as directed
4	Develop, prepare and differentiate work defined within the planning cycle under the guidance of teachers
5	Assist teachers in the preparation of resources for planned work to take place, including setting up in the classroom and other learning environments
6	Contribute to the assessment and monitoring of pupil's progress through planned observation, recording and feedback procedures
7	Work with other staff and/or agencies involved in the education process under the guidance of the teacher
8	Provide information and attend and contribute to meetings with staff, parents/carers and other external professionals as and when required, under the guidance of the class teacher or member of SLT
9	Contribute to the school improvement plan by taking responsibility for specific areas of work that are appropriate to skills, knowledge and experience



10	Accompany other staff and pupils on school visits, trips and in other activities outside of the classroom, taking responsibility for specific children or small groups as directed
11	Undertake administrative and clerical tasks as and when required
12	Assist children with eating, dressing and personal hygiene where required, whilst also encouraging independence

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

*All points are essential unless otherwise specified*

Qualifications	
1	Five GCSEs at grade C/4 or above, or equivalent qualifications, including maths and English
2	Level 3 qualification in Supporting Teaching and Learning, other relevant qualification, or the willingness to obtain
3	<i>Further qualifications, e.g. A levels, degree, further qualifications in supporting teaching and learning (desirable)</i>
Experience	
1	Experience working with children or young people in a school or educational setting
2	Experience of participating fully in planned intervention programmes for pupils
3	Experience of working with children with SEND and/or challenging behaviours
4	<i>Experience of working with multi-disciplinary teams (desirable)</i>
Skills/Knowledge/Abilities	
1	Knowledge of child development and children's personal development needs
2	Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy)
3	Ability to employ strategies which promote good behaviour and discipline
4	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite)
5	Good written and verbal communication skills with the ability to communicate effectively and clearly
6	Ability to build effective, professional relationships with a range of staff, children, young people, their families and carers
Personal Attributes	
1	Ability to work successfully alone and as part of a team
2	Ability to work well under pressure and manage competing deadlines
3	Where appropriate, the ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities



safely, using appropriate mechanical and other lifting devices, following recognised procedures and after undergoing appropriate training

### **Safeguarding**

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| 1 | Demonstrate a commitment to safeguarding children and ensuring the welfare of children   |
| 2 | Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour |
| 3 | Satisfactory Enhanced DBS check  |