



Teaching Assistant Level 3

Responsible to: Class Teacher/Senior Leadership Team / Principal

Job Description

Supporting & Leading Learning

- To ensure that all policies implemented by the school are actively upheld and promoted at all times.
- To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils' development and maintain the overall ethos and vision of the school.
- To work alongside the class teacher to deliver learning to support the academic achievement of all learners, through focused group learning, as directed by the class teacher.
- To provide feedback to pupils and the class teacher, supporting with the monitoring, recording and reporting of pupil progress to support with the attainment of all pupils.
- Support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- To take a lead role alongside the class teacher with the implementation of individual pupil support plans, i.e. EHC plans to ensure that the school is meeting the specific needs of all pupils.
- On occasion, lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual pupils following support from the class teacher.
- At times, and as agreed by the Senior Leadership Team, be responsible for the delivery of learning without the class teacher being present, ensuring that high levels of behaviour and engagement are upheld.

Preparing the Classroom Environment & Supporting the Curriculum

- To support the needs of the pupils and curriculum, by assisting the teacher with preparation of equipment, photocopying of material for use in learning and by providing general clerical support for class based tasks.



- Create and maintain a purposeful, orderly and supportive environment and assist with displays of the pupil's learning.
- To monitor resource levels and contribute to the resource ordering process, ensuring that there is minimal waste and to maximise the effectiveness of financial resources to assure the requirements of the curriculum can be met in a timely manner.
- Support other members of staff with the effective resourcing of specific specialist areas to deliver the curriculum effectively, for example phonics, reading etc.
- Support teaching staff and pupils on school trips as required, by taking responsibility for a group of children and adhering to the relevant school policies and documentation.

Training & Development

- To actively engage in training sessions, meetings and other directed tasks, to support the school's priorities and secure their own professional development.
- When appropriate, and as directed by the Senior Leadership Team, lead, advise and contribute to team development activities, by coaching and mentoring less experienced colleagues to support the achievement of individuals and the school priorities.

Families & Safeguarding

- Committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Senior Designated Person.
- To adhere to all safeguarding policies, practices and expectations including online safety.