



Teaching Assistant Job Description (Grade 3)

Job Purpose

To support the classroom teacher in delivering high quality teaching, learning and care for children, including those who have specific physical, emotional and educational needs.

Duties and Responsibilities

Under the direction and control of the classroom teacher or designated supervisor:

- Supervise and support the teaching and learning activities of individuals or groups of children to facilitate progress and ensure safety.
- Use appropriate skills to undertake those activities necessary to meet the needs of individuals and groups of children, including those pupils with special educational, physical or emotional needs.
- Monitor individual pupil's progress, achievements and development needs, reporting to the responsible teacher as appropriate.
- Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
- Assist the teacher in the development and implementation of Individual Provision Plans and Personal Care Programmes for individuals and groups of children.

Job responsibilities and tasks may include:

- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.
- Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Undertake supervision and discipline of pupils within the procedures of the school, providing detailed and regular feedback as appropriate.
- Promote pupil independence, reinforcing the pupil's self esteem through praise and encourage, setting challenging and demanding expectations and promote self-esteem and independence.
- Ensure that pupils are able to safely use equipment and materials provided.

- Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS2, Early Years.
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Assist the teacher with the administration of assessments.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
- Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - Assistance with personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - The changing of soiled clothing and its disposal in an appropriate way;
 - Assisting with children's injuries and, where appropriately qualified, administering first aid;
 - Assisting with the administering of medicines under the direction of the appropriate medical staff;
 - Assisting with the identification and monitoring of children's general health and welfare.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings as required.
- Assist the teacher in supporting volunteer helpers or students in the classroom.
- Any other duties and responsibilities within the range of the salary grade.



Teaching Assistant Person Specification (Grade 3)

Job Title: Teaching Assistant Grade: 3	
Knowledge	<ul style="list-style-type: none"> • An appropriate recognised academic qualification • Understanding of relevant codes of practice/ and legislation • Basic understanding of child development and learning • Training in relevant learning strategies • Demonstrate good literacy, numeracy and ICT skills through previous experience and working knowledge
Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate, and enjoy working, with children in a sensitive and caring manner • Promote positive behaviour strategies to support the needs of children • Be a positive role model • Able to liaise and communicate effectively with children and their parents/carers and maintain positive effective professional relationships with other staff members • Able to record and present information in a neat and legible way • Ability to recognise the importance of confidentiality at all times • Able and willing to undertake staff training and development courses
Experience	<ul style="list-style-type: none"> • Experience of primary setting including aspects of practice within at least one phase i.e. EYFS, KS1 and KS2 • SEN knowledge and experience
Educational	<ul style="list-style-type: none"> • Good literacy and numeracy skills • NVQ 3 for Teaching Assistants or equivalent qualifications and/or experience
Special Requirements	<ul style="list-style-type: none"> • A willingness to participate in training and professional development • Possession of a current First Aid Certificate or willingness to undertake training for this qualification • The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.	

Date: February 2020