

## **Job Description: Grade 3 Teaching Assistant**

<b>Job Title:</b>	Teaching Assistant
<b>Salary:</b>	determined annually – see annual pay statement
<b>Point:</b>	determined annually (Point range: 4-6)
<b>Hours/week:</b>	25 hours per week Term time only – 38 weeks total

### **Job Purpose:**

To support the classroom teacher with their responsibility for the development and education of pupils, providing care and supervision skills, including to those children with specific physical, medical, emotional and educational needs. A Grade 3 Teaching Assistant will support the inclusion of pupils socially and academically within school, enable pupils to become more independent learners and help to raise the standards of achievement for all pupils.

### **Duties:**

A Grade 3 Teaching Assistant will:

#### **Support for pupils**

- assist pupils in carrying out schemes of work and programmes set by teaching staff;
- support pupils' in their individual learning and development, for example, in their acquisition of cognitive, social and learning skills;
- help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum;
- undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with special needs;
- help with the care and support of pupils;
- contribute to the health and well-being of pupils, their moral, social and emotional development;
- promote pupils self-esteem and independence;
- attend to additional learning needs, and help in development;
- establish and maintain relationships with individual pupils and groups;
- be an effective model for pupil behaviour.

#### **Support for teachers**

- support the school curriculum, especially literacy and numeracy activities;
- provide support for learning activities;
- contribute to the planning and evaluation of learning activities;
- assist in the monitoring of pupils' development, and report difficulties/developmental needs to the classroom teacher;
- contribute to the management of pupils' behaviour, both in the classroom and in the playground, as required;
- assist in the maintenance of a safe environment for pupils and staff;
- assist in the preparation/presentation of display materials and classroom resources;
- support the marking of pupils work, following the direction of the class teacher;
- support teaching staff or senior colleagues with routine administration and record keeping.

## **Support for the school**

- monitor, support and maintain effective working relationships with colleagues and parents;
- assist the teaching staff in the smooth transition of pupils between classes/educational phases;
- contribute to the maintenance of pupils' safety and security;
- contribute to school policies, school improvement planning and evaluation;
- assist in the preparation of reports on pupils' performance, and contribute to the maintenance of pupils' records;
- liaise effectively with parents and other parties, as required;
- review and develop their own professional practice;
- represent the school at meetings as required, e.g. training, SEN review and governor meetings;
- recognise and promote confidentiality, child protection/safeguarding procedures, health and safety, and the policies of the Governing Body and the LA.

## **Qualifications Required**

- Maths and English at GSCE Grade C (or equivalent)

One of the following:

- NVQ Level 2 Childcare in Education
- BTEC National Diploma in Childhood Studies
- City & Guilds 7321-01 Certificate in Learning Support
- Supporting Teaching and Learning in Schools Level 2

## **Supervisory Responsibility**

None

## **Supervision Received**

- Class Teacher
- Head Teacher
- SENDCO
- Other professionals as relevant (e.g. Speech and Language Therapist, Physiotherapist, Occupational Therapist, Advisory Teaching Services, Educational Psychologist, medical professionals)

## **Principal Contacts**

- Pupils
- Class Teacher
- Head Teacher
- SENDCO
- Other Teaching Assistants
- Other professionals / outside agencies (e.g. Speech and Language Therapist, Physiotherapist, Occupational Therapist, Advisory Teaching Services, Educational Psychologist, medical professionals)
- Parents

## **Special Conditions**

Term time contract only. Leave to be taken when school is not in session.