

## **Job Description: Grade 5 Teaching Assistant**

<b>Job Title:</b>	Teaching Assistant
<b>Salary:</b>	determined annually – see annual pay statement
<b>Point:</b>	determined annually (Point range: 11-14)
<b>Hours/week:</b>	25 hours per week Term time only– 38 weeks in total

### **Job Purpose:**

To support the classroom teacher with their responsibility for the development and education of pupils, by utilising their experience and specialist skills. A Grade 5 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:**

In addition to the duties of a Grade 3 Teaching Assistant, a Grade 5 Teaching Assistant will also:

#### **Support for pupils**

- support and adapt tailored individual programmes for pupils, drawing upon their experience, confidence and range of skills;
- under the direction of the class teacher/SENDCO deliver specific intervention programmes
- liaise with outside agencies, e.g. speech therapists and educational psychologists.

#### **Support for teachers**

- raise the awareness of teaching staff to the strengths and difficulties of individual pupils;
- support the classroom teacher in the delivery of specific literacy and numeracy activities and any associated intervention programmes;
- assist teaching staff in the monitoring and evaluation of pupils' progress, providing them with feedback on observations undertaken;
- assist in the assessment of individual pupils, including review of targets;
- assist in the monitoring of My Plans for children who need learning support and assist in reviewing Education Health Care Plans (EHCPs);
- assist in the preparation of reports on pupils' performance, and contribute to the maintenance of pupils' records;
- assist in setting targets, including behaviour targets;
- contribute to the planning and evaluation of learning activities;
- provide support for teachers in developing effective approaches to managing behaviour;

#### **Support for the school**

- support the development and effectiveness of teams by assisting in running meetings for TAs, mentoring new TAs, highlighting training or disseminating information from training;
- translate school policies into practice for other TAs
- review and develop their own professional practice and that of other TAs.

## **Qualifications Required**

- Maths and English at GCSE Grade C (or equivalent)
- Minimum 3 years' experience, demonstrating a wide range of strategies for working with children with special educational needs and disabilities, and covering the requirements of the school's Grade 3 TA job description

At least one of the following:

- NNEB Certificate
- NVQ Level 3 Childcare in Education
- BTEC National Diploma in Childhood Studies
- City & Guilds 7321-01 Certificate in Learning Support
- City & Guilds 7321-02 Advanced Certificate in Learning Support
- Supporting Teaching and Learning in Schools Level 3

## **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 professionals / outside agencies (e.g. Speech and Language Therapist, Physiotherapist, Occupational Therapist, Advisory Teaching Services, Educational Psychologist, medical professionals)
- Other Teaching Assistants
- Parents

## **Special Conditions**

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