



TA3 Job Description

This job description outlines the requirements and specification of the ideal candidate for the role of a TA.

TAs work under the guidance of teaching staff to support and encourage pupils to participate in learning and classroom activities, and provide learning support to individuals and groups where necessary.

Employment details	
Job title	Teaching Assistant Grade 3
Reports to	<u>Headteacher</u>
Hours of work	
Salary	£26,402.69-£31,021.92

- Support teaching staff in planning and delivering high-quality learning opportunities in line with the national curriculum.
- Work with individuals or small groups of pupils to support curriculum access, reinforce learning and help pupils meet their targets.
- Take responsibility for supporting identified pupils, including those with SEND, EAL or other specific needs, helping them to engage with learning and develop independence.
- Assist with monitoring pupil progress and contribute to assessment information where required.
- Support the implementation of personalised learning plans, behaviour plans or intervention programmes.
- Lead small-group interventions for literacy, numeracy or other curriculum areas under teacher guidance.
- Build positive relationships with pupils, families and staff, providing pastoral support as appropriate.
- Assist with trips, enrichment activities and events across the school.
- Supervise pupils during break, lunch and transition times as required.

- Provide administrative and organisational support for teaching staff, including preparing resources and assisting with displays.
- Monitor pupil behaviour and wellbeing, reporting concerns appropriately.
- Undertake record keeping as requested, e.g., taking registers or maintaining support logs.
- Be a positive role model for pupils, promoting high expectations for behaviour and learning, in line with the school behaviour policy.
- Carry out any other duties reasonably requested.

Supporting the school

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including break cover and at lunchtimes.

Teaching and learning

- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Develop a secure knowledge of the learning support needs of individual pupils.
- Support the use of ICT and computing in learning activities and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.
- Take a lead role in the planning, organising and implement personal support plans for students.
- Cover planned absence of teaching staff in line with trust policy.

Professional development

- Participate in training and other professional development as required.
- Participate in professional development meetings with your line manager.

TA person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none">• Relevant Level 3 certificate or equivalent experience	<ul style="list-style-type: none">• Two or more GCSEs at grades 9 to 3 or equivalent, including English and maths• First aid training
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none">• Experience of working with children.• Effective oral and written communication skills.• Demonstrable levels of numeracy and literacy.• The ability to remain calm under pressure.• The ability to work with pupils in a professional manner.	<ul style="list-style-type: none">• Experience of working in an educational environment.• Experience of working on a one-to-one basis.• Good organisational skills and time management.• Experience working with children and young people with additional needs.• Experience of record keeping and monitoring.
Knowledge	
Essential	Desirable
<ul style="list-style-type: none">• Knowledge and understanding of classroom roles and responsibilities• An understanding of safeguarding in schools, although training will be given.	<ul style="list-style-type: none">• Knowledge of legislation and statutory guidance specific to school type and phase.

	<ul style="list-style-type: none"> • Knowledge of areas of legislation relevant to child protection and safeguarding. • Knowledge of relevant school policies.
Personal traits	
The successful candidate will be	
<ul style="list-style-type: none"> • Able to work independently but also as part of a team. • Punctual and professional. • Able to maintain successful working relationships with colleagues. • Reliable and able to be flexible in their approach to work. • Positive and engaging. • Able to plan and take control of situations. • Empathetic to those who face barriers to their learning. • Patient with pupils who take longer to understand information. 	
Additional requirements	
The successful candidate will have	
<ul style="list-style-type: none"> • The capacity to work flexibly. • An enhanced DBS check. • Available references from a previous employer or organisation. 	