



Thrive CE Academy Trust

Belonging Believing Becoming

Teaching Assistant – Job Description

Post title:	Teaching Assistant Level 3
Salary and grade:	NJC, Grade 4
Line manager/s:	The headteacher, members of the senior leadership team (SLT) and the class teacher

Main purpose of the job:

We believe that teaching assistants are an integral part of our school workforce. The Teaching Assistant Level 3 will support teaching staff in the development and education of pupils, whilst promoting their independence, self-esteem and social inclusion. The role also involves working with groups of children under the supervision of the teacher, delivering programmes of work, and implementing individual support plans.

Duties and responsibilities:

Support for pupils

- To work with groups of children under the supervision of the teacher, delivering programmes of work and implementing individual support plans
- Provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Use specialist (curricular learning) skills/training/experience to support pupils
- Establish good relationships with pupils, by presenting a positive and professional personal image and responding appropriately to individual needs
- Promote the inclusion of all pupils
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Attend to children's personal needs, including minor first aid, pastoral, social health, physical hygiene and welfare matters
- Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable

Support for teachers

- Under the direction of the teacher, prepare the classroom for lessons, including managing and preparing resources, evaluating and adjusting lessons and work plans
- Support pupils' access to learning using appropriate strategies and resources
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
- Provide objective and accurate feedback and reports to other staff on pupils' achievement, progress and other matters
- Assist in the development and implementation of appropriate behaviour management strategies.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's learning and supporting home-to-school and community links



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Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Contribute to the development of lesson/work plans
- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support
- Provide

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality, and data protection.
- Report all concerns to an appropriate person.
- Assist in the development and implementation of appropriate behaviour management strategies.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access, and learning, and supporting home-to-school and community links.
- Undertake planned supervision of pupils during out-of-school learning activities.

Other

- To have professional regard for the ethos, policies and practices of our Trust schools and the Trust and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school or Trust is changed. Nothing will be changed without consultation.

Signature of post holder: _____ Date: / /

Signature of Head teacher: _____