



## Teaching Assistant Level 3

### Job Description

#### Details of Post

**Title:** Teaching Assistant Level 3

**School / Trust:** St Edward's CE Primary School or St Edward's CE Primary School,  
Dorrington - DHMAT

**Reporting to:** Executive Headteacher / Deputy Head

**Main Workplace:** St Edward's CE Primary School

**Grade and SCP:** Grade 6 / SCP 8 – 11

**Contract type:** Permanent

**Contract term:** Full time

**Contract hours:** Mon – Fri – 8.30am – 3.30pm to include a 30 mins unpaid lunch  
break. Plus 30 mins lunchtime supervision (separate contract).

#### Safeguarding requirement:

St Edward's CE Primary School is committed to safeguarding and promoting the welfare of children and their families. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

#### Purpose of Post

St Edward's is a small, rural primary school and is part of a well-established community. At our school we believe that all children should have access to an excellent education that gives them the best start to their lifelong learning. The well-being of our children is central to the effective and inclusive education that we provide. We provide ourselves on maintaining our family ethos within our small school, where every individual is known and valued as a member of our school family.

An exciting opportunity has arisen for a Level 3 Teaching Assistant. We are seeking a warm, friendly and positive individual to join our team. They will work under the



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guidance of the teaching staff, and within an agreed system of supervision, to support access to learning for pupils and to assist the teacher in the management of pupils and the classroom, including support for individual Education Health Care Plans (EHCP's). This could include those requiring detailed and specialist knowledge in particular areas, and those who need particular help to overcome barriers to learning. Work with pupils will be carried out in the classroom, or in one of our breakout areas.

The successful candidate will provide assistance to teachers over the whole planning cycle, and with the management and preparation of equipment and resources. In addition, the professional work of teachers will be complemented with the Teaching Assistant taking responsibility for specific learning activities under an agreed system of supervision.

At times, the Teaching Assistant may be required to supervise whole classes during the short-term absence of teachers, the primary focus being to maintain good order and keep pupils on task by responding to questions and assisting pupils to undertake set activities.

At St Edward's CE Primary School we value our staff and believe that the successful candidate will be an ambassador for our school and will embody the value, vision and ethos of our school in all interactions.

### **Principal Duties and Responsibilities**

#### **1. Support for pupils**

- To implement agreed work programmes with individuals/ groups, in or out of the classroom.
- To deliver learning activities for individuals/ groups
- Attend to pupils' personal needs and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes / strategies.
- Supervise and support pupils, including those with special needs and those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others and engage in learning activities.
- Set challenging and demanding expectations and promote self – esteem and independence.



- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Use specialist skills / training / experience to support pupils.
- Provide pastoral support to pupils, and assist in their social, health, and hygiene development.
- Develop 1:1 mentoring arrangement with pupils and provide support for distressed pupils.
- Promote the speedy / effective transfer of pupils across phases / integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance.

## **2. Support for the teacher**

- Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested.
- Administer and assess routine tests, invigilate exams, undertake routine marking of pupils' work, and accurately record achievement / progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents / carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Provide general clerical / admin support e.g. dealing with correspondence, analysing data on attendance / exclusions etc. administering coursework, producing worksheets for agreed activities, photocopying, typing, filing etc.



- Assist in the development, implementation, and monitoring of systems related to attendance and integration.
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Contribute to the development and implementation of appropriate behaviour management strategies.

### **3. Support for the curriculum**

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- Support pupils in using ICT and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment / resources as directed by the teacher, and assist pupils in their use.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

### **4. Support for the school**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- To maintain constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Implement planned supervision of pupils out of school hours.

- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

## **5. Other Responsibilities**

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

## **6. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

## **7. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

## **8. Other Duties**

- Any other duties that the EHT / SLT / Trust / LAB members / Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

## **9. Review and Signatures**

- This job description is subject to review by the EHT / SLT / Trust / LAB members / Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## **Person specification**

<b>Essential criteria</b>
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1. Teaching Assistant NVQ Level 3 or have completed training of a similar standard (including NNEB or a certificate in Literacy & Numeracy for Support Assistants)
2. Ability to plan and organise effectively
3. Experience of classroom administration support
4. Ability to work with small groups or an individual pupil
5. A comprehensive knowledge of school-based education including child development
6. Knowledge of national learning strategies including literacy and numeracy
7. An understanding of non-school based support agencies
8. Good communication skills and ability to relate well to children, staff and parents
9. Evidence of working well as part of a team
10. ICT and the willingness to update skills and undertake further training
11. Sufficiently fluent in spoken English to ensure effective performance in the role
12. Ability to supervise whole classes
13. Ability to bring to the role, initiative, enthusiasm and commitment
- 14 Flexibility and reliability
15. Willingness to develop skills with further training
16. Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check

<b>Desirable criteria</b>
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1. 5 G.C.S.E. or equivalent, including Maths and English
2. First Aid qualification
3. Teaching Assistant Induction Training
4. At least 3-4 years relevant work experience working in a relevant setting
5. Specialist skills, training or experience e.g. Art, Music, ICT, display etc.
6. Ability to train, supervise and develop other staff



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**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**