

Monkston Primary School

Teaching Assistant Level 3

Grade: 5

Point: 8-17



Purpose of job

To work with teachers to support teaching and learning, providing specialist support to the school in an aspect of the curriculum, age range or additional needs.

Key Objectives

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Provide short-term, ad hoc cover supervision of classes.
3. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
4. Assess, record and report on development, progress and attainment as agreed with the teacher.
5. Support pupils in social and emotional well-being, reporting problems to the teacher, as appropriate.
6. Escort and supervise pupils on educational and out of school activities.
7. May be required to occasionally oversee the work of other class support staff in relation to the post holder's specialism or generally to assist class teacher.
8. Level 3 duties may be considered to include any individual tasks listed at Level 1 or 2 when necessary and instructed by the class teacher.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Headteachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Work with pupils not working to the normal timetable.

- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Monitor and record pupil responses and learning achievements, drawing any problems that cannot be resolved to the attention of the teacher.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Work is normally carried out in the classroom or similar environments, which may sometimes involve exposure to noise or other unpleasant conditions.

Work Profile

- Work with teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Prepare and present displays.
- Invigilate exams and tests.
- Attend to pupils' personal needs and complement related personal programmes, including social, specific medical needs, First Aid, physical hygiene and welfare matters with appropriate training/support.
- To adhere to school and national authorities guidelines and exercise professional discretion at all times.
- 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.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

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An Enhanced Disclosure and Barring Service check is required for this post prior to commencement.