

## Generic TA Job Description

**Job title:** Level 2 Teaching Assistant (TA)  
Level 3 Specialist Teaching Assistant  
Level 4 Lead Teaching Assistant

**Salary:** Level 2 SCP 4-7, Level 3 SCP 8-11, Level 4 SCP 12-15

**Hours:** Level 2 TA: 33.5 or 34.5 hours, Level 3 TA 33.5 or 34.5 hours, Level 4 TA: 37 hours

**Contract type:** Term-time (39 weeks)

Reporting to: Level 2 TA: Class Teacher, Level 3 & 4 Class Teacher & Middle Leader

### Main purpose

All teaching assistants will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Level 3 & 4 TA purpose:

- Level 3 Specialist Teaching Assistants (cover supervisors) will step up to cover lessons in the absence of the class-teacher working from the teacher's planning. Level 3 TAs with a specific specialism will act as subject expert within that phase and provide guidance and support as and when required aligned to the school development plan
- Level 4 Lead Teaching Assistants will assist in supporting the educational and personal development of all students, assisting with the planning and delivery of tailored educational activities accessible and tailored to their diverse needs.
- Level 3 Specialist TAs & Level 4 TAs: to work with Middle Leaders to develop the overall phase in their own areas of expertise and to strengthen the phase's progress with the priorities outlined in the school development plan.

### Duties and responsibilities Teaching and learning

- To perform to all the Level 2 Teaching Assistant Standards to the satisfaction of the school consistently and to provide TA support for pupils, the class-teacher, the curriculum and the whole school.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant and consistent strategies to support the work of the teacher and increase achievement of all our pupils in preparation for adulthood and aligned to the school development plan.
- Foster and enhance inclusion by motivating all students to engage in positive learning experiences and supporting their overall well-being.

- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning in preparation for adulthood
- Implement effective regulation and relationship management strategies that align with pupils' EHCP and regulation needs, ensuring consistency with the school's policies and procedures.
- Effectively assist class teachers to create a positive and secure learning environment where all students feel included and safe.
- Support the class teacher to organise and manage a clean, tidy and comfortable teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

#### **Level 3 Specialist TAs:**

- Supervise a class if the teacher is temporarily unavailable
- To be the 'go-to' person in their field of specialism in their phase to support teaching and person.

#### **Level 4 Lead TAs:**

- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons under the guidance of the class-teacher

#### **Level 3 Specialist TAs:**

- To be able to deliver the class-teacher's lessons plans in the class-teacher's absence
- To deliver specialist work programmes & learning activities in their areas of expertise and specialism aligned to the school development plan & lessons plan across their phase **Level 4**

#### **Lead TAs:**

- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

## **Generic Areas of Responsibility for all Teaching Assistants working at all levels**

- Be role models and embrace the school's values: Being Kind, Being Curious & Belonging
- Working with staff, parents/carers and relevant professionals
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy

## **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- To follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. A comprehensive list of school expectations the Level 2, 3 & 4 TAs performance is in the TA standards. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.