

Job Description

Teaching Assistant Level 3

Cidari Multi Academy Trust
St Luke and St Philip's Church of England Primary Academy
Salary: NJC Pay Scale Grade E Scale 9-15
Reporting to: Class Teacher
Deployed by: Headteacher

Prepared by:	Louise Gregson	Approved by:	Matt McIver
Prepared on:	8 th April 2025	Approved on:	24 th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	Cidari Primary Academies
Reviewed on:	24 th April 2025	Applicable Terms	The Green Book

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

A. The Core Purpose of the Teaching Assistant Level 3

The core purpose of the Teaching Assistant Level 3 is to work with the teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

B. Key Responsibilities

- 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.
- Assess, record and report on development, progress and attainment as agreed with the teacher.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- Contribute to planning learning activities with the teacher and writing evaluations as required.
- Communicate with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.





- Responsible for the careful and safe use of equipment, such as play and standard ICT equipment.
- Support pupils in social, health and emotional wellbeing, reporting problems to the teachers as appropriate.
- Maintain confidentiality and adhere to safeguarding procedures.

1. Teaching Assistants in this role are expected to undertake at least one of the following:

- Provide specialist support to pupils with learning, behavioural, communicational, social, sensory or physical difficulties.
- Provide specialist support to pupils where English is not their first language.
- Provide specialist support to gifted and talented pupils.
- Provide specialist support to all pupils in a particular learning area (e.g ICT, literacy, numeracy, National Curriculum subject).

2. Teaching Assistants in this role may also:

- Establish and maintain relationships with families, carers and other adults e.g. speech therapists.
- Provide short term cover supervision of classes.
- Be responsible for the preparation of materials and resources.
- Invigilate exams and tests.
- Escort and supervise pupils on educational and out of school activities.
- Guide and support pupils in their personal, emotional and social development.
- Prepare and present displays.
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
- Assist pupils with eating, dressing and hygiene as required, whilst encouraging independence.
- Be involved in planning, organising and implementing individual development plans for pupils (such as individual education plans), including attendance and contribution to reviews.



- Work with pupils not working to the normal timetable.

3. Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

- Effective communication and engagement with children, young people, parents and carers
- Child and young person development
- Safeguarding and promoting the welfare of the child
- Supporting transitions
- Multi-agency working
- Sharing information

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated. It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities at all times.

The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The Teaching Assistant Level 3 is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.

This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.