



LIGHTHOUSE
MULTI ACADEMY TRUST

Teaching Assistant Level 3

Reporting to:	Headteacher
Liaising with:	Staff, parents, pupils, other agencies, and professionals
Grade/Salary:	Grade 5 SCP 9 - 17
Hours of work:	32.5 hours per week
Location:	Barcroft Academy

Core Purpose

To work under the guidance of teaching and/or senior staff, and within an agreed system of supervision, to implement agreed work programmes with individuals or groups of pupils, both in and out of the classroom.

This may include supporting pupils requiring specialist knowledge in particular areas and assisting the teacher with planning, preparation of resources, and the overall learning cycle.

The role may also involve supervising whole classes during short-term teacher absence. The primary focus is to maintain good order and ensure pupils remain on task. Cover supervisors must respond to questions and support pupils in completing set activities.

Specific Areas of Responsibility and Key Tasks

Support for Pupils

- Use specialist skills, training, or experience to support pupils' learning
- Assist in the development and implementation of Individual Learning Plans (ILPs)
- Build positive working relationships with pupils, acting as a role model and maintaining high expectations
- Promote inclusion and acceptance of all pupils in the classroom
- Support pupils consistently while recognising and responding to individual needs
- Encourage cooperation and interaction between pupils in learning activities
- Promote independence and recognise/reward self-reliance and achievement



- Provide feedback to pupils on progress and achievement
- Attend to pupils' personal needs, including social, health, physical, hygiene, first aid, and welfare matters as required

Support for the Teacher

- Work with the teacher to create an effective learning environment
- Assist in lesson planning, evaluation, and adjustment of lesson/work plans
- Observe and monitor pupil responses to learning activities and record achievement against learning objectives
- Provide accurate and objective feedback to teachers on pupil progress and achievement
- Maintain and update records as directed by the teacher
- Contribute to reviews of systems and records when required
- Mark pupils' work and record progress accurately
- Promote positive behaviour, addressing conflict and incidents in line with school policy
- Encourage pupils to take responsibility for their behaviour
- Communicate sensitively with parents/carers as directed by the teacher and participate in meetings where required
- Administer and assess routine tests and invigilate exams
- Provide general clerical and administrative support (e.g. preparing worksheets and resources)

Support for the Curriculum

- Implement agreed learning activities and adjust according to pupil responses and needs
- Support national and local learning strategies (e.g. literacy, numeracy, KS3, early years)
- Use wider learning opportunities to support skill development
- Support the use of ICT in learning and promote pupil independence in its use
- Assist pupils in accessing learning activities through specialist support when required
- Prepare, maintain, and organise general and specialist equipment and resources

Support for the Academy

- Comply with safeguarding, child protection, health and safety, confidentiality, and data protection policies
- Report any concerns to the appropriate person immediately
- Promote equality and ensure all pupils have equal access to learning opportunities
- Contribute to the ethos, aims, and values of the academy
- Build constructive relationships with external agencies and professionals in liaison with the teacher
- Attend and participate in meetings as required (within contractual hours)
- Recognise and share own strengths and expertise to support colleagues
- Provide guidance and support in staff training and development where appropriate



LIGHTHOUSE
MULTI ACADEMY TRUST

- Supervise pupils in out-of-school learning activities and visits when required

Other Duties

- Attend meetings as required, including travel to academy sites within the Trust
- Take appropriate action to improve outcomes for young people across the Trust
- Carry out any reasonable duties as directed by senior staff within the Multi-Academy Trust

Safeguarding Statement

The Lighthouse Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references (requested prior to interview), an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications, and verification of the right to work in the UK.

Equal Opportunities

The Trust will endeavour to make reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled applicants or continued employment for staff who develop a disability.

Additional Information

Whilst every effort has been made to outline the key duties and responsibilities of the role, this is not an exhaustive list. Duties may vary over time in line with the needs of the Trust, without changing the general character or level of responsibility of the role.