



## St. Anne's Catholic Primary School

### Job Description - L3 Teaching Assistant

<b>Job Title:</b> Teaching Assistant L3	<b>Grade/Level:</b> Salary: Band B
<b>Reporting to:</b> The Headteacher	
<b>Core Purpose:</b> <ul style="list-style-type: none"><li>• This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.</li><li>• To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.</li></ul>	
<b>Main Areas of Responsibility:</b> <p>The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.</p> <p><b>Support for pupils (either individually or in groups)</b></p> <ul style="list-style-type: none"><li>• Support the activities of individuals or groups</li><li>• Establish and maintain relationships with individual pupils and groups.</li><li>• Contribute to individual Behavioural and Education Plans as appropriate.</li><li>• Support pupils during learning activities.</li><li>• Promote pupils' social and emotional development.</li><li>• Contribute to the health and well-being of pupils.</li><li>• Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).</li><li>• Support children with specific needs for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.</li><li>• Support pupils with literacy and numeracy skills</li><li>• Support pupils to access the curriculum.</li><li>• Dealing with the personal care needs of children where appropriate in line with school policy and the guidance of the MAC</li></ul> <p><b>Support for the teacher(s)</b></p> <ul style="list-style-type: none"><li>• To observe and report on pupil performance and behaviour.</li><li>• Contribute to the planning and evaluation of learning activities.</li><li>• Assist in preparing and maintaining the learning environment.</li><li>• Contribute to the management of pupils' behaviour.</li><li>• Contribute to maintaining pupils' records</li><li>• Support the maintenance of pupils' safety and security.</li><li>• Supervise a whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson</li><li>• Undertake routine marking in line with school policy</li></ul>	



- Provide general administrative support, for example, administer coursework, produce worksheets etc.
- Undertake joint home visits as appropriate and in line with school and MAC policy

### **Support for the school**

- Support the development and effectiveness of team work within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job

### **Support for the curriculum**

- Support the use of information and communication technology in the classroom

### **Additional Responsibilities:**

#### **General duties**

- individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To actively promote the equalities and diversity agenda in the workplace and in service delivery.
- Take responsibility for own professional development and use the outcomes to improve work performance and share expertise with colleagues.
- To participate in appropriate professional development including adhering to the principle of performance management.
- Adhere to the ethos of the school, promoting the agreed vision and aims. To promote the agreed vision and aims of the school.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attendance at appropriate staff meetings and parents evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Support the management of relevant items on the Risk Register.
- Support the development of relevant current initiatives.
- Plan own work to ensure the meeting of defined objectives.
- Keep abreast of current educational developments.
- Contribute to the efficient operation of the school through regular duties.
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

#### **Code of Conduct**

- The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the School Code of Conduct for Employees.



### **Health & Safety**

- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
- Promote and ensure the health and safety of pupils, staff and visitors at all times ·
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.

### **Policies & Procedures**

- The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures.

**Reviewed by:** OLAAS Sept 2024

**Date agreed:**