



## TEACHING ASSISTANT LEVEL 3

**RESPONSIBLE TO:**

**SALARY SCALE:** Grade 3 - CLPT 07 – CLPT 11

**WORKING HOURS:** 32.5 hours per week, term time only.  
Annual leave must be taken in school holidays.

**LOCATION:** Eastwood Village Primary or East Dene Primary School

**DISCLOSURE LEVEL:** Enhanced

<b>JOB PURPOSE</b>
To work with the classroom teacher to plan and implement learning activities for children and to assist the classroom teacher in assessing pupil performance whilst also maintaining the classroom environment. The post holder will also have some responsibility for administrative tasks.
<b>MAIN DUTIES AND RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Monitor and evaluate pupils' performance against pre-determined learning objectives, providing regular feedback to class teacher in order to evaluate pupils learning and understanding. This may include administering and marking routine work under the guidance of the class teachers and in line with the academy's marking policy</li><li>• Supervise the class during the absence of the classroom teacher delivering pre-prepared learning activities to ensure the teachers absence does not disrupt pupil's learning</li><li>• Assist the class teacher with pastoral care to provide a supportive learning environment for pupils where individual needs are met</li><li>• Support pupils consistently whilst recognising and responding to their individual needs.</li><li>• Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.</li><li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance.</li><li>• Provide feedback to pupils in relation to progress and achievement.</li><li>• Promote the inclusion and acceptance of all pupils within the classroom.</li><li>• Ensure the health and safety of pupils during all activities, following school policies and procedures.</li></ul>
<b>Support for the Teacher</b>
<ul style="list-style-type: none"><li>• Work with the class teacher in lesson planning to provide learning activities for individuals and groups of pupils, differentiating and adapting learning programmes to suit the needs of allocated pupils to ensure individual needs are met</li><li>• Establish and maintain an appropriate learning environment selecting and adapting appropriate resources to facilitate agreed learning activities</li><li>• To support the class teacher in the organisation and management of pupils to ensure learning activities run smoothly; promoting good behaviour and dealing promptly with incidents in line with established policy encouraging pupils to take responsibility for their own behaviour</li><li>• Carry out clerical responsibilities to support the class teacher e.g. photocopying, laminating</li><li>• Contribute to the design and be responsible for the preparation of classroom displays</li></ul>

- Provide objective and accurate feedback and reports, as required, to the Teacher, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records, as agreed with the Teacher, contributing to reviews of systems / records as requested.
- Undertake marking of pupils' work and accurately record achievement / progress.
- Liaise sensitively and effectively with Parents / Carers as agreed with the Teacher within your role / responsibility and participate in feedback sessions / meetings with Parents / Carers.
- Administer and assess routine tests and invigilate exams / tests.
- Provide general clerical / administrative support, e.g. administer coursework, produce worksheets for agreed activities etc.
- Help manage and inventory classroom materials and resources, ensuring they are well-maintained and available for use.
- Assist in the preparation of the learning environment, including setting up and clearing away materials and resources.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities and interventions, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. small phonic groups, recording achievement and progress and feeding back to the teacher.
- Where appropriate, plan lessons for small groups of identified pupils e.g. Phonic Sessions.
- Implement EYFS/KS1/2 whole school strategies – e.g MTC interventions.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School**

- Contribute to the development and implementation of EHCP's including contribution to reviews to support pupils in response to their individual needs
- Accompanies other staff on school visits and in other activities outside of the classroom and has responsibility for specific pupils or small groups as directed by the teacher.
- To provide basic first aid to pupils, referring as appropriate and completing necessary paperwork
- Ability to relate well to children and adults
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional development and implement into own practice.
- Assist with the supervision of pupils out of lesson times, including before or after school and playtimes.

### **Safeguarding Statement**

In accordance with CLPT's Safeguarding Policy and the document 'Keeping Children Safe in Education', all staff have a duty of care to safeguard the health and safety and well-being of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns

<b>Health and Safety</b>
The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.
<b>Confidentiality and Data Protection</b>
The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available via the Staff VLE.
<b>Equality and Diversity</b>
CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
<b>Training and Development</b>
CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.
<b>Mobility</b>
The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions
<b>The Postholder is required to:</b>
<ul style="list-style-type: none"> <li>• Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.</li> <li>• Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.</li> <li>• To promote equality, diversity and inclusion and demonstrate this within the role.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.</li> <li>• To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.</li> <li>• To act as exam invigilator when required.</li> <li>• To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.</li> </ul>

<b>Endorsement:</b>	
<p>This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.</p> <p>This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.</p>	
<b>Declaration</b> I accept this job description.	
<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	