



JOB DESCRIPTION	
Job Title	Teaching Assistant Level 3
Grade/Point	Grade 4/Point 7 -11
Directly Responsible to	Headteacher
Accountable to	CEO, Trust Board

JOB PURPOSE
<p>Complement the professional work of teachers by taking responsibility for delivering of the national and school curriculum under an agreed system of supervision. This would include delivering learning for individual or groups and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development. Work under the direction of teaching staff and actively support the delivery of learning that develops skills in pupils and group/classes in a school. Duties are carried out in accordance within set standards and procedures.</p>

KEY RESPONSIBILITIES	
Role Accountability	End Result
<p>Planning and Preparation</p>	<ul style="list-style-type: none"> Plan and prepare routine programme/activities and make agreed adaptations to activities to meet individual needs. Organise, prepare and safely manage the appropriate learning environment and resources to support pupils. Learning activities are delivered effectively. Risks assessed and managed.
<p>Resources</p>	<ul style="list-style-type: none"> Determine the requirement for resources and materials and make them available. Classroom resources are available when needed and maintained in good order. Resources prepared and organised to support learning outcomes and meet learning needs and pupil needs. Maintain and utilise specialist equipment and materials.
<p>Delivery Learning, Behaviour and Support</p>	<ul style="list-style-type: none"> Be familiar with teaching policies and procedures. In accordance with the arrangements made by the Headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and where the assigned teacher is not present. Learning and activities are delivered in a well-structured manner to meet pupil needs. Learning delivered effectively- assist pupils to access learning for the full curriculum using scaffolding, modelling and marking and feedback. Activities adjusted to meet pupil's needs - be aware of, support differences and modify learning to ensure all pupils have equal access to opportunities to learn and develop. Awareness of the topics is raised. Implement a defined programme/activity in a specific learning area or across a whole school, within a specified timescale - support the teaching of English and Maths by delivering intervention programmes to pupils. Improvements identified and implemented. Assist the class teacher in encouraging acceptance and integration of pupil's with special needs, abilities, cultures and language, ensuring the needs of pupils are met. Procedures are consistent, compatible and complementary with each other. Provide support, care and advice to pupils and staff to assist in achieving a collaborative learning experience.
<p>Monitoring, Recording Assessment</p>	<ul style="list-style-type: none"> Be familiar with marking and assessment policies and procedures. Asses and report in accordance with procedures - monitor and evaluate pupil responses to learning through a range of pre-determined assessment and monitoring strategies against given learning objectives and success criteria. Monitor and evaluate the effectiveness of learning activities and individual and group/class progress. Provide effective and accurate marking, comprehensive feedback as required on pupil progress, ensuring the availability of appropriate evidence. Record progress in learning systematically and providing evidence of range and level of progress and attainment. Maintain and contribute to accurate records in the required formats.

	<ul style="list-style-type: none"> • Contribute to programmes of observation and assessment as planned by the teacher to assist in the provision of appropriate support for specific pupils. • Review and evaluate pupils' outcomes.
Administration And Finance	<ul style="list-style-type: none"> • Carry out and provide administrative and general admin support. • Administration carried out to standard procedures and school policies. • Lesson materials prepared and activities/programmes organised. • Accurate recording of small transactions. • Money collected and submitted. • Cash handling may be required.
Development, Management and Relationships	<ul style="list-style-type: none"> • Contribute to the overall ethos, work, aims' of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. • Guide, assist and provide appropriate support for junior colleagues, auxiliary staff and volunteers. • Participate in relevant professional development and training days/events as requested. • Communicate and share information with other practitioners and professionals as required and resolve straightforward issues in consultation with relevant pupils, staff and external bodies including parents. • Maybe involved in developing standard action plans and undertaking needs analyses generally working with an individual or a group of relevant professionals. • Concerns/issues are dealt with quickly and effectively.
Behavioural and Pastoral	<ul style="list-style-type: none"> • Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable. • Understand and implement school child protection procedures and comply with legal responsibilities. • Promote and reinforce pupil's self-esteem and independence and employ strategies to recognise and reward achievements of self-reliance. • Work within and implement an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence – exchanging information regarding conduct and progress with relevant staff. • Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact, engage and work co-operatively with others. • Assist in maintaining good discipline of pupils throughout the school and supervise pupils on planned visits and journeys. • Provide support and assistance for pupil's pastoral needs, for example, dressing, caring for sick, injured or distressed pupil's. • Provide physical support and maintain personal equipment used by the pupil's at the school. • Administer medication when needed. • Supervise pupils in the playground and plan and organise play time activities. • Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links. • Work in partnership with other internal and external colleagues and professionals sharing and coordinating resources. • Some roles may be specifically assigned to Additional Learning Needs pupils. • Supervision of pupils on off-site trips and activities under guidance.
Working Environment	<ul style="list-style-type: none"> • Headteacher / teaching colleagues – receive work instruction and refer problems. • Predominantly in or around school premises, at other learning centres/environments or in the community, may involve some working outside. • Possibly in inclement weather and on school trips – setting up and handling equipment. • Assist in risk assessments to ensure pupil and staff safety. • Provide practical assistance with personal care and physical management. • Undertake disagreeable personal care tasks. • May involve 1:2:1 working with pupils, in an appropriate learning environment some of whom may present significant challenges. • Responsible for setting up the work area including use of any equipment and maintaining records. • Supervise and assist the delivery of learning for classes during teacher's absence.

<p>Standards and Quality Assurance</p>	<p>Post Holder will:</p> <ul style="list-style-type: none"> • Contribute to the overall ethos/work/aims of the school and children’s centre and take pride in the site • Act with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard assets, financial probity and the reputation of Bantock Primary. • Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality, equal opportunity and data protection, reporting all concerns to an appropriate person • Ensure that they keep informed of developments in school by reading the newsletter, the noticeboard, staff handbook, policies and curriculum documentation. • Develop constructive relationships and communicate with other agencies/professionals • Undertake a systematic review of their own practice, in relation to performance management and professional development, to ensure that the necessary skills, knowledge and understanding are kept updated. • Share expertise, skills and liaise with others • Participate in training and other learning activities and performance development as required • Be skilled users of ICT and keep their ICT skills up-to-date. • Access and efficiently utilise school-based systems. • Understand the importance of teamwork and team-building techniques that enable teams to perform effectively. • Set a good example in terms of dress, punctuality and attendance by following the school code of conduct • Attend and participate in staff training and team and meetings where appropriate • Appreciate and support the role of other professionals • Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. • Be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. • Undertake any other duties which may be reasonably regarded as within the nature of the post. • May make a contribution to the wider life of school. 		
<p>Equal Opportunities</p>	<p>Implement the Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council’s service. Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.</p>		
<p>Health and Wellbeing</p>	<p>Uphold and contribute to the culture, ethos and environment by promoting the health and wellbeing of pupils and staff through the ‘hidden’ and/or the informal curriculum, including leadership practice, the school’s policies, values and attitudes, together with the social and physical environment.</p>		
<p>Health and Safety</p>	<p>Work in compliance with the School’s Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school. Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.</p>		
<p>Data Protection</p>	<p>It is essential when working with computerised systems and school information that you are completely aware of your responsibilities at all times under the GDPR 2018 for the security, accuracy, and significance of personal data held on such systems.</p>		
<p>Amendments of Job Description</p>	<p>The particular duties and responsibilities listed below may be reviewed from time to time at the request of the Headteacher or post holder as circumstances make necessary. They may be amended only after consultation and approval of the Trust Board. In the exceptional situation of mutual agreement not being achieved, the individual teacher, or Headteacher, will be able to pursue this matter in accordance with grievance procedures.</p>		
<p><i>The post holder is expected to undertake, within the Conditions referred to above and they do not include or imply any voluntary duties. This job description will be reviewed annually (or at another appropriate time) and may be revised following discussion to reflect the changing needs of the school or the post holder.</i></p>			
<p>Teaching Assistant Signature</p>	<p></p>	<p>Date</p>	<p></p>
<p>Headteacher Signature</p>	<p></p>	<p>Date</p>	<p></p>