



Teaching Assistant (TA) – level 3

Job Description

Job Title:	Teaching Assistant (TA)		
Salary:	GR3	Hours:	27.5 hours per week
Contract Type:	Term Time Only (TTO)		
Reporting to:	SENCO		

Main Purpose:
<p>To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.</p> <p>To assist and support pupil(s) who have an Education Health Care Plan (EHCP) with their specific educational needs, support their social and emotional development and general learning needs.</p> <p>To support the pupil(s) to integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.</p>

Duties and responsibilities	
Support for pupils (either individually or in groups)	
1	Support the activities of individuals or groups.
2	Provide learning support for the pupil(s) in the class or in withdrawal situation, either 1:1 or in small groups.
3	Establish and maintain relationships with individual pupils and groups.

4	Contribute to individual plans/ EHCP/ SSPP as appropriate.
5	Develop knowledge of the particular needs of the child(ren) and seek advice from SENDCo, Pastoral Care Manager, Class teacher and outside agencies as required.
6	Promote pupils' social and emotional development.
7	Contribute to the health and well-being of pupils.
8	Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
9	Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
10	To make or modify resources as suggested and advised.
11	To support the pupil(s) in the playground, being mindful of health and safety in relation to medical conditions/special education needs and encouraging safe interactive play.
12	Support pupils with English and maths skills.
13	Support pupils to access the curriculum.
14	Facilitate inclusion in small group activities with peers and support interaction between them.
15	To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
Support for teachers	
1	To work as part of the team to ensure that the well-being and personal development of the pupil(s) enhances their learning opportunities and life skills.
2	Observe and report on pupil performance.
3	Contribute to the planning and evaluation of learning activities.
4	Assist in preparing and maintaining the learning environment.
5	Contribute to the management of pupils' behaviour.

6	Contribute to maintaining pupils' records.
7	Support the maintenance of pupils' safety and security.
8	Supervise the 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.
9	Undertake routine marking in line with school policy.
10	Provide general administrative support, for example, adapt worksheets etc.
11	Contribute to the pupil's annual review.
Support for the school	
1	Support the development and effectiveness of team work within the school environment.
2	Develop and maintain working relationships with other professionals.
3	Liaise with parents as appropriate.
4	Review and develop own professional practice.
5	Work as required across the curriculum within the school in accordance with the job.
Support for the curriculum	
1	Support the use of information and communication technology in the classroom

Employee responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Ensure all tasks are carried out with regard to Health and Safety
- Adhere to the overall ethos/work/aims of the school:
 - Promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- To act at all times in a manner appropriate to the seniority of the post.

Person Specification

Criteria	Qualities	Method of assessment
Qualifications	NVQ – level 3 or equivalent	AF/C
	GCSE English and Maths (grades A*-C) or equivalent	AF/C
Experience	Experience of supporting children in a classroom environment, including those with special educational needs	AF/I
	Experience of using Information Technology to support pupils in the classroom	AF/I
Skills and knowledge	An ability to fulfill all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF / I
	A good standard of education particularly in English and Mathematics	AF / I
	Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	AF / I
	Knowledge of SEN Code of Practice	AF / I
	Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils	I
	Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher	I
	Ability to consistently and effectively implement agreed behaviour management strategies	I
	Ability to use language and other communication skills that pupils can understand and relate to	I

	Ability to establish positive relationships with pupils and empathise with their needs	
	Ability to demonstrate active listening skills	
	Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task	
	Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	
	Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills	
	Ability to offer constructive feedback to pupils to reinforce self-esteem	
	Ability to work effectively and supportively as a member of the school team	
	Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities	
	Ability to assist in the recording of lessons and assessment as required by the teacher	
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	
	Self reliant, able to motivate self and staff.	
	Ability to work under pressure and prioritise effectively	

	Commitment to maintaining confidentiality at all times	I
	Commitment to safeguarding and welfare of pupils, and equality	I
	Deals with difficult situations effectively	I
	Embraces change well	I
	DBS Clearance	AF

AF – Application form

C – Certificate

I – Interview

T – Test or exercise

P - Presentation