



# Bishop Vesey's Grammar School

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## JOB DESCRIPTION

Employee:

Job Title: Teaching Assistant Level 3 – term time

Working hours: 32.5 hours per week – part time during term time

Reporting to: SENCo

Salary: APT&C Scale 6/SO1 points 19-25 £25,927 to £30,095 pro-rata (dependent upon experience)

### **1.0** **JOB PURPOSE:**

- 1.1 This level is applicable to experienced Teaching Assistants Level 3 whose role requires competence across a varied range of responsibilities.
- 1.2 To support teaching staff in the development and education of students including the provision of specialist skills as appropriate.
- 1.3 To give support for SEN students providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.

### **2.0** **DUTIES AND RESPONSIBILITIES:**

#### **Support for pupils (either individually or in groups)**

- 2.1 Support the activities of individuals or groups.
- 2.2 Establish and maintain good relationships with individual pupils and groups, acting as a role model.
- 2.3 Encourage students to interact with each other and engage with the teacher.
- 2.4 Support pupils during learning activities.
- 2.5 Promote pupils' social and emotional development.
- 2.6 Contribute to the health and wellbeing of pupils.
- 2.7 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.
- 2.8 Support students to access the curriculum.

#### **Support for the teacher (s)**

- 2.9 Provide support for learning activities by:  
Supporting the teacher in the planning and evaluation of learning activities;  
Supporting the delivery of learning activities.



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- 2.10 Support in organising effective learning environments and maintaining appropriate records.
- 2.11 Contribute to the management of pupils' behaviour by:  
Promoting school policies with regard to student behaviour;  
Supporting the implementation of strategies to manage student behaviour
- 2.12 Support the maintenance of pupils' safety and security.
- 2.13 Provide clerical/administrative support, for example, photocopying, collecting money, administer coursework.
- 2.14 To assist on escorting students on educational out of school visits.

## **Support for the school**

- 2.15 Supervise students during mid-day break in the Dining Hall or designated indoor or outdoor spaces.
- 2.16 Provide support to colleagues.
- 2.17 Develop own effectiveness in a support role.

## **Support for the curriculum**

- 2.18 Work as required across the curriculum and in all key stages within the school as appropriate to their training and experience.
- 2.19 Support the use of ICT in the classroom.

## **General**

- 2.20 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.
- 2.21 Ensure all tasks are carried out with due regard to Health and Safety policy and procedures.
- 2.22 Ensure all tasks are carried out with due regard to all school policies and procedures to include the Equality & Diversity Policy, Data Protection Policy & Procedures, Staff Code of Conduct and Use of Social Media Policy.
- 2.23 To participate in appropriate professional development including adhering to the principle of performance management.
- 2.24 To adhere to the ethos of the school
  - 2.24.1 To promote the agreed vision and aims of the school
  - 2.24.2 To set an example of personal integrity and professionalism
  - 2.24.3 Attendance at appropriate staff meetings and parents evenings.
- 2.25 Develop professional and productive relationships with all colleagues and stakeholders.
- 2.26 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

## **3.0 SUPERVISION RECEIVED:**

3.1 **Supervising Officer's Job Title:** SENCo

3.2 **LEVEL OF SUPERVISION**



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Left to work within established guidelines subject to scrutiny by supervisor.

## **4.0** **Probation**

**4.1** The post is subject to a satisfactory probationary period of 26 weeks for all new staff to the school.

Signed: .....(Employee)

Date: .....

Signed: .....(Headteacher)

Date: .....