



## Job Description

### Teaching Assistant Level 3

<b>Reporting to:</b>	Headteacher
<b>Liaising with:</b>	Staff, parents, pupils, other agencies and professionals
<b>Grade/Salary:</b>	Grade 5 SCP 9 - 17
<b>Hours of work:</b>	37 hours per week
<b>Location:</b>	St James Academy

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#### Core Purpose:

To work under guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short absence of the teacher. The primary focus will be to maintain good order and to keep pupils on task. Cover supervisors will need to respond to questions and generally assist pupils in undertaking set activities.

#### Main Activities:

##### Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Individual Education Plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters as required



### **Support for the Teacher**

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed by the teacher, contributing to reviews of system/records as requested
- Undertake marking of pupils work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior
- Liaise sensitively and effectively with parent/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support, e.g. produce worksheets for agreed activities, etc.

### **Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting according to pupil's responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

### **Support for the Academy**

- Be aware and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings within normal contractual hours
- Recognise own strengths and areas of expertise and use these to advise and support others



- Provide appropriate guidance and supervision to assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils out of school hours learning activities
- Supervise pupils on visits and out of school activities as required

### **Other Tasks**

- To attend meetings as required, which at times may involve travel to Academy sites within the trust.
- To take action to improve outcomes for young people to support all academies in the Trust to be outstanding.
- To perform any task or duty under the reasonable direction of senior staff within the Multi-Academy Trust.

The Lighthouse Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.