



L3 Teaching Assistant Job Description

1. Job Purpose

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate. Please note that in the first instance this will be a role within the Early Years however, this may change as the needs of the school change.

2. Duties and Responsibilities

Support for pupils (either individually or in groups)

- support the activities of individuals or groups;
- establish and maintain relationships with individual pupils and groups;
- support pupils during learning activities;
- support pupils with Literacy and Numeracy skills;
- promote pupils' social and emotional development;
- contribute to the health and well-being of pupils;
- work with a small group of children with Special Educational Needs from the class to deliver a planned programme of work on a half-termly basis;
- work with a small group of children to provide catch up interventions
- contribute to Individual Education plans as appropriate;
- contribute to Individual Behaviour Plans as appropriate;
- provide support for bilingual / multi-lingual pupils (where appropriate to the focus of the role);
- 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.
- Lead and oversee the daily operation of the school Breakfast Club, ensuring a safe, welcoming, and well-organised environment for all pupils.

Support for the teacher

- share responsibility with the class teacher for a class - to plan, deliver and assess areas of the curriculum as designated by the Class Teacher;
- share responsibility for producing the Medium Term Planning document for the class with the Class Teacher;
- take an active role in supporting the Class Teacher in classroom observations to help build up individual profiles for each child;

- contribute to the Short Term planning and evaluation of learning activities during a weekly meeting with the Class Teacher;
- contribute to the management of pupils' behaviour;
- contribute to maintaining pupils' records;
- assist the Class Teacher in maintaining Pupil Progress targets;
- assist in preparing and maintaining the learning environment;
- assist in the preparation and display of children's work;
- attend Parent/Pupil Consultations to discuss the progress of children in the Class;
- provide general administrative support, for example, administer course work, produce worksheets etc.;
- undertake more complex marking of work in line with the School Marking Policy
- be willing to cover the class for short periods of time to release the Class Teacher for reviews or other administrative reasons.

Support for the school

- support the development and effectiveness of teamwork within the school environment;
- develop and maintain working relationships with other professionals;
- liaise with parents as appropriate;
- take part in the life of the school including all curriculum, staff and phase meetings;
- participate in Parents' Workshops as and when necessary;
- be part of a team taking playground duties;

Support for the curriculum

- Support the use of information and communication technology in the classroom.
- 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.
- To ensure their tasks are carried out with due regard to Health and Safety.
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parent's evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.