



## Job Description Teaching Assistant (Level 3)

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<b>Job title:</b>	Teaching Assistant	<b>Grade:</b>	(Level 3)
	Holy Spirit Catholic Primary	<b>Post No:</b>	
<b>Line manager:</b>	Headteacher, SLT		
<b>Hours:</b>	30 hours per week		

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### Main purposes of the job

- To work under the guidance of the class teacher in the planning and implementation of programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning.
  - During the short term absence of the class teacher a Level 3 teaching assistant may be required to supervise the whole class and deliver pre prepared activities. This will include PPA time.
  - To provide general support to the class teacher in the management and organisation of the pupil and the classroom.
  - To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
  - To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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### Main responsibilities and tasks

#### Support for pupils

1. To support working relationship with the pupils, acting as role model and setting high expectations.
2. To support pupils learning in the most effective way.
3. To meet the personal needs of pupils whilst encouraging their independence. To support children in aspects of personal hygiene, such as toileting and changing nappies, washing and changing, supporting and encouraging toilet training and good personal hygiene.
4. To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting SEN Support Plans and contributing to reviews.
5. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
6. To provide support in the delivery of Development Matters and the Early Years framework

#### Support for the teacher

7. To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum. In the short term unplanned absence of the teacher, to cover all pre prepared activities to provide continuity for the pupils.
8. As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
9. To work on classroom displays following consultation with the teacher.



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10. To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.
11. To administer and mark routine assessments under the guidance of the class teacher and in line with the school's marking policy.
12. To communicate effectively with parents and carers, including progress and welfare updates.

### Support for the school

13. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
14. To attend relevant meetings and participate in training opportunities and professional development as required.
15. To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
16. To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher.
17. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
18. To assist in the training and development of staff.
19. To adhere to school health and safety policy including risk assessment and safety systems.
20. To adhere to school policy on equality and diversity.

### Support for the curriculum

21. To assist in the development of the EYFS curriculum
  22. To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
  23. Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.
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