



## Wharton Primary School

### JOB DETAILS:

<b>Job Title:</b>	Teaching Assistant - Level 3
<b>Grade:</b>	
<b>Directly responsible to:</b>	Headteacher / Teacher
<b>Supervisory responsibility for:</b>	Other Teaching Assistants, as appropriate.

### Hours of Duty:

### Summary of Role:

To work under the 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-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

To be responsible for supervising the work, development and performance of level 1 and level 2 Teaching Assistants, to provide appropriate guidance and support.

### Main Duties and Responsibilities/Accountabilities:

#### Support for Pupils

1. Use specialist (curriculum / learning) skills / training / experience to support pupils.
2. Assist with the development and implementation of IEPs & EHCPs as appropriate.
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
4. Promote the inclusion and acceptance of all pupils within the classroom.
5. Support pupils consistently whilst recognising and responding to their individual needs.
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
8. Provide feedback to teacher in relation to progress and achievement.

Undertake and/or supervise intimate care as appropriate – toileting for younger children and children with an additional need.

### **Support for the Teacher**

1. Work with the teacher to establish an appropriate learning environment.
2. Work with the teacher in lesson planning, evaluating and adjusting lessons / work plans as appropriate.
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested.
6. Undertake marking of pupils' work and accurately record achievement / progress.
7. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
8. Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions / meetings with parents, or as directed.
9. Provide general clerical / admin, support e.g. collection of Nursery / Reception funds, dinner monies and trip donations.
10. To provide PPA cover for Nursery teacher for one teaching session per week.

### **Support for the Curriculum**

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

### **Support for the School**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and

security, confidentiality and data protection, reporting all concerns to an appropriate person.

2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos / work / aims of the school.
4. Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.
5. Attend and participate in regular meetings.
6. Participate in training and other learning activities as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
9. Supervise pupils on visits, trips and out of school activities as required.

**Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Date Job Description prepared/revised:**

**Prepared by:**

**Agreed by Postholder**