

Job Description Teaching Assistant Level 3

Main Duties and Responsibilities/Accountabilities:

Core Purpose
Working under the instruction/guidance of and to undertake work/care/support programmes, to enable access to learning for all pupils. Work to be carried out in the classroom.
Support For Pupils
<ul style="list-style-type: none">• Provide particular support for a specific group of pupils, ensuring their safety and access to learning activities.• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.• Establish constructive relationships with pupils and interact with them according to individual needs.• Promote the inclusion and acceptance of all pupils.• To plan and deliver a range of interventions according to targets outlined if a child has an EHCP.• To successfully assess the intervention and make alterations as required.• Provide feedback to pupils in relation to progress and achievement to the.• Deliver SAL programmes• Work on targets as highlighted in the children's EHCP's
Support teachers
<ul style="list-style-type: none">• Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.• Provide detailed and regular feedback to the pupil's achievement, progress, problems etc.• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.• Establish constructive relationships with parents/carers.• Being responsible for keeping and updating records as required – liaising with the teaching staff, SENDCO, outside agencies – ensuring all professionals are up to date.• Provide accurate reports on the progress of any child with whom work has been undertaken. • Where requested attend meetings with parents to support progress. May include a parents evening.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Effectively use the on line reporting system e.g. Edukey to share IEP's with the parents.

Support for the School

- 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.
- Be aware of 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 school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils in non-teaching times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Standard Duties:

- Treat all users of the school with courtesy and consideration and present a positive personal image which will contribute to a welcoming school environment.
- To actively promote the equality and diversity agenda in the workplace and in service delivery.
- To be familiar with customer care, health and safety and child protection policies of the school.
- To participate in self- improvement through workplace development.
- To maintain confidentiality in all matters.