



Hindley All Saints' CE Primary

Teaching Assistant, Job description, Level 3

1. Introduction

- 1.1 **Name:**
- 1.2 **Job title:** Teaching Assistant
- 1.3 **Purpose:** Under the reasonable direction of the Headteacher carry out the professional duties of a Teaching Assistant.
Support and work in accordance with the ethos, organisation and policies of the school as a fully committed member of the team and as detailed in the specific duties below.
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, keep pupils on task, respond to questions and generally assist pupils to undertake set activities.
- 1.4 **Line Management:** Reporting to - Class Teacher in the first instance; then Headteachers/Assisant Headteachers
Responsible for - no line manager responsibility
- 1.5 **Liaising With:** Headteacher, Senior Leadership Team, teachers and support staff.
- 1.6 **Salary Scale:** Teaching Assistant Pay Scale level 3
- 1.7 **Working Time:** As specified and agreed with the Headteacher
- 1.8 **DBS level** Enhanced

2. School Ethos

- 2.1 Work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
- 2.2 Attend and take part in acts of collective worship in accordance with the school policy.
- 2.3 Actively support the school's corporate policies in particular the staff code of conduct, equality and diversity, inclusion and health, safety and well being.
- 2.4 Promote the school and celebrate its success at every opportunity.

3. Support for pupils

- 3.1 Use specialist (curricular/learning) skills/training/experience to support pupils
- 3.2 Contribute to, and implementation, SEND Interventions/Behaviour Plans and Personal Care programmes
- 3.3 Establish productive and constructive relationships with pupils, acting as a role model and setting high expectations
- 3.4 Promote the inclusion and acceptance of all pupils within the classroom
- 3.5 Support pupils consistently whilst recognising and responding to their individual needs
- 3.6 Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- 3.7 Promote independence and employ strategies to recognise and reward achievement of self-reliance
- 3.8 Provide feedback to pupils in relation to progress and achievement
- 3.9 Encourage pupils to act independently, share and resolve conflict according to the school ethos and school Behaviour Policy.

4. Support for Teachers

Under the direction of the Class Teacher:

- 4.1 Support and maintain, a purposeful, orderly learning environment
- 4.2 Provide feedback on pupils' progress/learning/behaviour during supported group work, against pre-determined lesson objectives, to enable the class teacher to evaluate and adjust lessons/work plans as appropriate
- 4.3 Assist with the display of pupils' work
- 4.4 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
- 4.5 Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- 4.6 Undertake marking of pupils' work and accurately record achievement/progress, where appropriate
- 4.7 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
- 4.8 Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, as directed
- 4.9 Administer and assess routine tests and invigilate exams/tests
- 4.10 Provide general clerical/admin support, for example, photocopying, basic typing, filing, money, administer coursework/homework, produce worksheets for agreed activities

5. Support for learning

Under the direction of the Class Teacher:

- 5.1 Implement and deliver agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- 5.2 Make effective use of opportunities provided by other learning activities to support the development of relevant skills

- 5.3 Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- 5.4 Help pupils to access learning activities through specialist support
- 5.5 Determine the need for, prepare and maintain general and specialist equipment and resources, ensuring any resources used by children are both in good condition and clean

6. Support for the school

- 6.1 Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to SLT
- 6.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 6.3 Contribute to and positively support the overall ethos/work/aims of the school
- 6.4 Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- 6.5 Attend and participate in regular meetings as may be reasonably directed
- 6.6 Participate in training and other learning activities as may be reasonably directed
- 6.7 Recognise own strengths and areas of expertise and own professional development needs
- 6.8 Under the direction of SLT, provide appropriate guidance and supervision and assist in the training and development of staff e.g. Apprentices
- 6.9 Supervise pupils on visits, trips and out of school activities as may be reasonably directed.

7. Professional development

- 7.1 Engage actively with the annual performance management review process, in accordance with the school's policy.
- 7.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- 7.3 Ensure SLT receives information and feedback on professional development activities undertaken.

8. Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(TA)

Dated
(TA)

Signed
(Headteacher)

Dated
(Headteacher)