

**Job Description – Teaching Assistant Level 3**

Work under the instruction of HLTA to undertake support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

**Support for Pupils**

* Provide support for pupils, including those with special needs, ensuring safety and access to learning activities.
* Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care plans
* Establish positive relationships with pupils and interact with them according to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Set challenging and demanding expectations for learners and promote self-esteem and independence
* Plan, deliver and evaluate teaching and learning activities under the direction of the teacher
* Contribute to assessment for learning

**Support for Teaching Staff**

* Create and maintain a purposeful and supportive environment, in accordance with lesion plans and assist with the display of pupils work
* Use strategies to support pupils in achieving learning targets and outcomes
* Monitor pupil responses to learning activities and accurately record achievements /progress as directed
* Observe and promote pupil performance and development
* Provide detailed and regular feedback to teachers on pupil achievement, next steps etc
* Promote good pupil behaviour and encourage pupils to take responsibility for their own behaviour
* Establish constructive relationships with parents/carers
* Administer routine tests and undertake routine marking of pupil work as directed by the teacher
* Provide admin support for teachers as needed

**Support for the Curriculum**

* Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
* Undertake structured programmes to support pupil learning
* Support the use of ICT in learning activities and develop pupil’s competence and independence in its use
* Prepare resources required to meet the lesson plans / relevant learning activity and assist pupils in their use

**Support for the School**

* Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure that 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 and training as required
* Reflect on and develop practice
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
* Escort and supervise pupils on educational visits and out of school activities

The job holder may be required to undertake additional duties as could be reasonably required or emergency situations. Staff will be required to be flexible in relation to which class they will be leading / supporting as necessary. (Safeguarding / staff ratios)

This profile will be required at the end of the school year or earlier if necessary. It may be amended any time after consultation

Signed: ……………………………………………Teaching assistant

Signed: …………………………………………… Line Manager

Date: ………………………………………………