



Job Description – Teaching Assistant Level 3

Work under the instruction of HLTA to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Delivery of interventions for pupils as required.

Support for Pupils

- Provide support for pupils, including those with special needs.
- Assist with the development and implementation of SEN Support/Behaviour Plans and Personal Care plans
- Plan, deliver and evaluate teaching and learning activities under the direction of the teacher
- Contribute to assessment for learning
- 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

Support for Teaching Staff

- Create and maintain a purposeful and supportive environment, in accordance with lesson plans
- 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 administrative support for teachers as needed
- Providing cover for the Class Teacher as required

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 IT 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 support pupils in their use

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the 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
- 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 at playtimes and lunchtimes
- Escort and supervise pupils on educational visits and out of school activities
- Any other duties commensurate with the level of the post