

**Teaching Assistant Level 3 Job Description**

**JOB PURPOSE:**

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils

and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

**KEY TASKS:**

**Support for Pupils**

* Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
* Supervise and provide particular support for pupils ensuring their access to learning resources.
* Ensure pupils’ safety, welfare and personal hygiene.
* Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
* Support the implementation of Personal Learning Plans, Behaviour Plans, Personal Care Programmes,
* Curriculum Planning and Assessment.
* Promote self-esteem and independence amongst pupils.
* Provide feedback to pupils on their progress and achievement under the guidance of a teacher, in line with school policy.
* Evaluate learning and provide feedback to the teacher / parent / agency as needed.
* Be able and willing to undertake cover supervision for the teacher occasionally.

**Support for Teachers**

* Promote good pupil behaviour, providing behaviour support in line with school behaviour policies and assist in the development and implementation of appropriate behaviour management and support

strategies.

* Establish constructive professional relationships with parents and carers and multi-agency professionals.
* Assist the teacher with the preparation of teaching and learning materials and resources.
* Undertake structured and agreed learning activities / programmes, being aware of pupil’s barriers to learning and strategies to overcome them.
* Adjust activities according to pupil responses / needs.
* Monitor pupils’ responses to learning activities and achievement as directed.
* Provide detailed feedback to teachers on pupils’ achievement, progress, problems etc as requested.
* Undertake pupil record keeping as requested.
* Assist with the collation of pupil reports as requested by the teacher. This may involve data input.
* Support the effective use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Maintain a purposeful, orderly and supportive environment.
* Assist with the display of pupils’ work in the classroom and around school.
* Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
* Provide clerical/administrative support for teacher’s e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock, production of resources for
* agreed planned activities.

**Support for the School**

* Be aware of and comply with policies relating to safeguarding & child protection, health & safety,confidentiality, data protection, reporting all concerns to an appropriate/designated person.
* Contribute to the overall work, smooth running and ethos of the school.
* Appreciate and support the role of other people in the team.
* Attend and participate in meetings as required.
* Improve one’s own practice through training, self-evaluation and performance management.
* Assist with the supervision of pupils out of directed lesson time, including before and after school and at lunchtime, within working hours.
* 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 a teacher.

**Contacts**

* Teaching and other staff in the School.
* Pupils.
* Parents/relatives/carers.
* Professionals from other agencies e.g. social care, peripatetic services.
* Educational Psychologists and other education or health care professionals.

**Control of Resources (human, financial, material):**

* Classroom resources and equipment as allocated.

The Cavendish High Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including

an enhanced DBS check.

This is a description of the main duties and responsibilities of the post at the date of production.

The duties may vary or change over time as requirements and circumstances change without changing the general character of the post or level of responsibility entailed.

The person in the post may also have to carry out other duties as may be necessary from time to time.