



## Job Description

**Job Title:** Teaching Assistant – Grade 3

**Reporting to:** Inclusion Co-ordinator/SEND Officer

**Grade:** Grade 3

**Accountable for:** N/A

### **Overall purpose of the post:**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **Main duties and responsibilities:**

- Supervising and providing particular support for students, including those with special/behavioural needs, ensuring their safety and access to learning activities.
- Planning and providing practical assistance in relation to identified physical needs.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establishing a constructive relationship with students and interact with them according to individual needs.
- Promoting the inclusion and acceptance of all students.
- Encouraging students to interact positively with others and engage in activities led by the teacher.
- Setting challenging and demanding expectations and promoting self-esteem and independence.
- Providing feedback to students/parents and carers in relation to progress and achievement under guidance of the teacher or appropriate member of staff.
- Helping the teacher to create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of students' work.
- Using strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assisting with the planning of learning activities.
- Monitoring students' responses to learning activities and accurately recording achievements/progress as directed.
- Providing detailed and regular feedback to teachers on student's achievement, progress, problems etc.

- Promoting good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establishing constructive relationships with parents/carers.
- Supporting teaching staff in the carrying out of home visits.
- Administering routine tests and invigilating exams and undertaking routine marking of students' work.
- Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc, before or after the teaching day.
- Assisting the teaching staff in the smooth transition between educational phases.
- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and develop students' competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
- Assisting with the supervision of students out of lesson times, at break times and at lunchtimes.
- Accompanying teaching staff and students on visits, trips and out of academy activities as required and taking responsibility for a group under the supervision of the teacher.

### **General Responsibilities**

- Be aware of and comply with academy policy and procedures
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- To be aware of confidential issues linked to home/student/teacher/academy work and to keep confidences as appropriate
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the employee
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.
- Demonstrating an active commitment to their own professional development.
- Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Principal, SLT or Line Manager.

## **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.