



JOB DESCRIPTION

Post Title:	Teaching Assistant – Grade 3
Hours of work:	33 hours 45 minutes per week (8.45am – 3.30pm 3 days per week, 8.45am – 4.30pm 1 day per week, 8.45am – 5.00pm 1 day per week), term time only plus 5 TED days.
Grade:	Scale TA3, SCP 7 – 11, plus Special Needs Allowance
Reporting To:	Phase Leader

Main purpose of the job:

To be professional, to work collaboratively with the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and being fully involved in all stages of the planning cycle.

Main responsibilities, duties and tasks:

Under the direction and control of the classroom Teacher/Phase Leader/Assistant Head:

- To be involved in the planning cycle to ensure full and effective evaluation of children's curriculum experiences, i.e. planning for children's curriculum experiences, organising and managing learning experiences, intervene in/direct experiences, assess quality of experiences and recording achievement.
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use specialist skills to foster the intellectual and social development of children.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Undertake those activities necessary to foster the intellectual and social development of children.
- To monitor individual pupils and to report progress, achievements, problems and concerns to designated supervisor.

- Actively engage in the delivery of the educational work programme and activities developed by the classroom teacher.
- To work collaboratively with the classroom teacher in the planning of work programmes for individuals and groups of children.
- To co-ordinate the work of individual or group of Teaching Assistants including on the job training of other Teaching Assistants.
- To assist the teacher with learning activities generally in the classroom.
- Contributing to the planning of work to meet the needs of the National Curriculum and individual needs of pupils and students.
- Contributing to the formulation of Educational & Health Care Plans including attendance at SEN reviews and other meetings relevant to the service/pupil needs where necessary.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- To display and present children's work.
- Responsibility for visual aids.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- General supervision, counselling and discipline of children and students, within the procedures of the school and/or service.
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - (ii) the changing of soiled clothing including its disposal in the appropriate way;
 - (iii) assisting with children's injuries and where qualified, administering basic first aid;
 - (iv) (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff;
 - (v) to assist with the identification and monitoring of children's general health and welfare.
- To attend staff meeting once per week.

- To supervise an after school club once per week.
- Supporting children to be independent by helping them with tasks.
- Providing support for Literacy and Numeracy.
- Assisting with supervision of children within the school.
- Assisting the pupil to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- To contribute to meetings to discuss the specific child's progress.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.
- To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning, and reinforcing the child(ren)'s self-esteem through praise and encouragement.
- Assisting with the promotion of independence activities and mobility skills.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

JOB RESPONSIBILITIES AND TASKS may include (in addition to the responsibilities of Grade 1 and 2):

Working collaboratively with the Classroom Teacher -

- Carrying out assessment on pupils and recording information.
- Providing ideas, materials and learning strategies for lessons within the school situation.

- Organisation and delivery of a skills programme or practical work with groups or individual children.
- Collaborate with the teacher with the overall delivery of lessons and communication with pupils with individual or groups of pupils.
- Preparation, setting up and organisation of displays of work to contribute to the creation of a stimulating environment.
- Regular liaison with other agencies and carers.
- To maintain simple records as directed to enable the assessment of a child's ability and/or progress.
- To assist the teacher at an appropriate level in preparing advice for parents including participation in discussions with parents.
- To co-ordinate the work and liaise with other Teaching Assistants within the school including on the job training of other Teaching Assistants.
- Supervising and assisting small groups of pupils in activities set by teacher.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

SUPERVISION RECEIVED

Classroom teacher.

PRINCIPAL CONTACTS

Pupils, parents, classroom teacher, other professional groups, other Teaching Assistants.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the School's Health and Safety Policy.