

Job Description – Teaching Assistant Grade 3

Directly responsible to the Headteacher.

Main Purpose of Job

To support the classroom teacher with their responsibility for the development and education of children, including those with social, emotional and mental health needs, by utilising detailed knowledge and specialist skills.

- 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 social, emotional and mental health needs of pupils
- Use specialist skills to foster the intellectual and social development of children
- Undertake those activities necessary to foster the intellectual and social development of children
- To assist the teacher in the delivery of educational and developmental work programmes
- To monitor and report individual children's progress, achievements and developmental needs to the classroom teacher
- Assist the classroom teacher in the planning of work programmes for individuals and groups of children

Job Responsibilities and tasks may include:

(In addition to the responsibilities of Grade 1 and Grade 2))

Under the direction of the Classroom Teacher:

- To assist the teacher with learning activities in the classroom
- Understanding and implementing unit child protection procedures
- Working in partnership with teaching staff to deliver learning activities to whole classes during the teacher's PPA time
- Using initiative to assess and evaluate pupils needs and leading the delivery of learning activities
- Where appropriate contribute towards the planning for individual pupils
- Contribute towards the formulation of Individual Provision Maps and Individual Behaviour Plans
- To carry out appropriate activities, as planned, within the classroom or with groups of pupils including administration of baseline tests
- To prepare and organise teaching resources, including the checking and maintaining of classroom equipment and materials
- To display and present children's work
- To prepare resources for lessons and activities

- Assisting pupils to access the routines of the classroom
- Preparation or modification of work for pupils (under the direction of the class teacher)
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists
- Adhering to and maintaining unit routines and codes of conduct
- Supporting the ethos of the unit
- To assist with the support of group activities within and away from the classroom, eg. PE, 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
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - assistance with the personal hygiene routine;
 - the changing of soiled clothing, including its disposal in the appropriate way;
 - assisting with children's injuries and, where qualified, administering basic first aid
 - (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff
 - To assist with the identification and monitoring of children's general health and welfare

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 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 the job
- To undertake health and safety duties commensurate with the post

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.