



## JOB DESCRIPTION

**NAME:**

**POST:** Teaching Assistant Level 3

**GRADE:** 4 (SCP 6 – 9)

### Relationships

The post holder is accountable to the Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

### Purpose

Responsible for supporting the teacher to plan and deliver the curriculum by preparing an effective learning environment, completing and maintaining records under supervision, providing care and support for pupils and supporting learning through planned and differentiated activities.

### Main duties & responsibilities

#### Support the teacher through

- Selecting and preparing resources in agreement with the teacher.
- Ensuring safety in the learning environment.
- Checking availability of learning materials and ensuring supply in agreement with the teacher.
- Working closely with the teacher to maintain accurate, legible, updated and secure records.
- Carrying out administrative duties as required by the teacher in collecting, and collating information which has to be passed on.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in accordance with the whole school's Child Protection Policy.
- Delivering planned activities in the absence of a teacher over a short period of time.
- Being committed to developing your expertise in relation to the student needs profile.

### Support the pupil(s) through

- The development of good, productive working relationships with pupils which encourage independence and responsibility for their behaviour.
- Providing comfort and immediate care for minor accidents, upsets and ailments.
- Observing behaviour patterns in pupils and reporting concerns to relevant persons.
- Encouraging and re-enforcing positive behaviour and interactions between pupils.
- Supporting individuals and groups in complying with behaviour targets the teacher has set.
- Monitoring behaviours attentively in order to defuse possible conflict situations
- Seeking assistance in conflict situations which are outside your role and authority to resolve.
- Managing own behaviour in response to pupil actions.

### Support the curriculum through

- Offering constructive and timely suggestions as to the support you can provide to a planned activity.
- Giving constructive suggestions about possible difficulties for some pupils.
- Providing, under the guidance of the teacher, differentiated materials to meet individual or group needs.
- Preparing/adapting resources to meet individual needs.
- Giving regular oral and written feedback to the teacher.
- Providing relevant information for records and reports.
- Providing/adapting support activities under teacher guidance.
- Using praise, commentary and assistance to keep pupils on task.
- Monitoring and recording pupil response to activities as agreed with the teacher.
- Agreeing and providing support to pupils for follow-up tasks.
- Clarifying with the teacher the objectives for literacy and numeracy. development and the type of support you are to give.
- Agreeing with the teacher on when support is needed by pupils.
- Giving encouragement and feedback to pupils using the language and vocabulary related to the learning objectives of the literacy and numeracy curriculum/strategies.
- Select suitable ICT resources and encourage their use by pupils in learning activities.

### Support the school through

- Complying with, promoting and acting in accordance with all school policies.
- Maintaining consistent working relationships with colleagues, supporting them in line with your role and responsibilities.
- Keeping colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- Complying with expectations for confidentiality.

- Developing your effectiveness in a support role through updating your knowledge and skills and seeking and taking account of constructive feedback on your performance.
- Identifying and agreeing personal development objectives with your line manager.
- Making effective use of the development opportunities available to you.
- Supporting learning and the wider needs of the schools and in particular to champion the SEND needs of pupils helping to ensure IEPs/PASSPORTS or equivalent documentation are accurate and reflect current needs supporting the delivery of therapeutic provision when required.
- Supervising during the children's break and lunch time by actively engaging children in positive play, proactively supporting children to follow the behaviour policy, building positive relationships with children and as instructed by SLT. This will also include administering first aid if trained.

### General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

### Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

**Signed:** ..... **Date:** .....

**Post Holder**

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.**

**This post is exempt from the Rehabilitation of Offenders Act 1974.**