

# L3 Teaching Assistant

# Job Description

**1. Job Purpose**

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| To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate. |

**2. Duties and Responsibilities**

**Support for pupils (either individually or in groups)**

* support the activities of individuals or groups;
* establish and maintain relationships with individual pupils and groups;
* support pupils during learning activities;
* support pupils with Literacy and Numeracy skills;
* promote pupils’ social and emotional development;
* contribute to the health and well being of pupils;
* work with a small group of children with Special Educational Needs from the class to deliver a planned programme of work on a half-termly basis;
* work with a small group of children to provide catch up interventions
* contribute to Individual Education plans as appropriate;
* contribute to Individual Behaviour Plans as appropriate;
* provide support for bilingual / multi-lingual pupils (where appropriate to the focus of the role);
* support children with specific needs (where appropriate to the focus of the role), for example, sensory and / or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.

**Support for the teacher**

* share responsibility with the class teacher for a class - to plan, deliver and assess areas of the curriculum as designated by the Class Teacher;
* share responsibility for producing the Medium Term Planning document for the class with the Class Teacher;
* take an active role in supporting the Class Teacher in classroom observations to help build up individual profiles for each child;
* contribute to the Short Term planning and evaluation of learning activities during a weekly meeting with the Class Teacher;
* contribute to the management of pupils’ behaviour;
* contribute to maintaining pupils’ records;
* assist the Class Teacher in maintaining Pupil Progress targets;
* assist in preparing and maintaining the learning environment;
* assist in the preparation and display of children’s work;
* attend Parent/Pupil Consultations to discuss the progress of children in the Class;
* provide general administrative support, for example, administer course work, produce worksheets etc.;
* undertake more complex marking of work in line with the School Marking Policy
* be willing to cover the class for short periods of time to release the Class Teacher for reviews or other administrative reasons.

**Support for the school**

* support the development and effectiveness of teamwork within the school environment;
* develop and maintain working relationships with other professionals;
* liaise with parents as appropriate;
* take part in the life of the school including all curriculum, staff and phase meetings;
* participate in Parents’ Workshops as and when necessary;
* be part of a team taking playground duties;

**Support for the curriculum**

* Support the use of information and communication technology in the classroom.
* Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
* To ensure their tasks are carried out with due regard to Health and Safety.
* To participate in appropriate professional development including adhering to the principle of performance management.
* To adhere to the ethos of the school.
* To promote the agreed vision and aims of the school.
* To set an example of personal integrity and professionalism.
* Attendance at appropriate staff meetings and parents evenings.
* Any other duties as commensurate within the grade in order to ensure the smooth running of the school.