



Job Description for Level 3 Teaching Assistant

Purpose of Job:

To work with teachers to support teaching and learning, providing specialist support to the school in an aspect of the curriculum, age range or additional needs.

Key Objectives:

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
- Provide short term, ad hoc cover supervision of classes.
- Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
- Assess, record and report on development, progress and attainment as agreed with the teacher.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Escort and supervise pupils on educational and out of school activities.
- May be required to occasionally oversee the work of other class support staff in relation to the post-holder's specialism or generally to assist the class teacher.

Scope

- Work with pupils not working to the normal timetable.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Monitor and record pupil responses and learning achievements, drawing any problems that cannot be resolved to the attention of the teacher.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Work is normally carried out in the classroom or similar environments, which may sometimes involve exposure to noise and other unpleasant conditions.

Work Profile

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Prepare and present displays.
- Invigilate exams and tests as appropriate.
- Attend to pupils' personal needs, First Aid, physical hygiene and welfare matters with appropriate training/support.
- To adhere to school and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.



- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- Maintain confidentiality.

Other Information:

Kingsbridge Educational Trust and schools are committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.