

## Role Description

### Level 3 Teaching Assistant

#### **Role Purpose:**

To work under the direction and alongside the class teacher to support pupils to access their learning. Providing support to pupils to ensure they make effective progress from an academic, social and emotional perspective.

**Responsible to:** Class Teacher/ Principal & Leadership Team

#### **Responsibilities:**

#### **Support for learning**

- To support the academic achievement and personal development of pupils through an inclusive approach under the guidance of the class teacher.
- Using strategies, in liaison with the teacher, support groups of pupils to achieve learning goals, through key interventions and in line with the school teaching policy.
- Regularly utilise plans created by teachers to lead lessons, providing PPA cover and supporting teacher absence.
- Monitor pupils' responses to learning activities and accurately collect evidence, record achievement and progress as directed by the class teacher.
- Establishing constructive relationships with all pupils, interacting with them according to individual needs.
- Encourage pupils to interact with others and engage in activities and learning led by the class teacher

#### **Support for the teacher and the curriculum**

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.
  - Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
  - Undertaking programmes linked to the Trusts curriculum and learning strategies e.g. phonics, Maths, early years providing feedback to class teachers on progress.
  - Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.
  - To build and maintain positive and constructive working relationships with pupils, families and colleagues to maximise pupils' development and maintain the overall ethos and vision of the school.
  - To ensure that all policies implemented by the school are actively upheld and promoted at all times.
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- To ensure that pupils have the necessary access to resources and implement them where they are not evident.
  - Support teaching staff and pupils on school trips as required, by taking responsibility for a group of pupils or pupil and adhering to the relevant school policies and documentation.

### **Training & Development**

- Participating in training and other learning activities and performance development as required.
- To actively engage in training sessions, meetings and other learning activities, to support the school's priorities and to secure their own professional development.
- Participate in first aid training as required
- Attending and participating in relevant meetings as required.

### **Families & Safeguarding**

- Committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Senior Designated Person in line with the school's safeguarding policies.
- To adhere to all safeguarding policies, practices and expectations including online safety.

### **Professional Conduct**

- To uphold and model the Preston Hedges Trust values of Ambition, Drive, Excellence and One Team at all times.
- To model respectful and positive behaviours, building professional relationships with staff, children and families.