



## **Stopsley High School Job Description**

**Job Title:** Teaching Assistant Level 3  
**Reports to:** Teacher In Charge Of Resourced Provision  
**Salary Status:** L3 06 - 08

### **Main Purpose of the Job:**

To support the classroom teacher with their responsibility for the development and education of all students.

Lead on occasion and supervise a team of Teaching Assistants.

To work under the guidance of teaching and senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals and or groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Level 3 Teaching Assistants may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task.

### **Support for the Students**

1. Use specialist (curricular/learning) skills/training/experience to support students.
2. Take a lead in the development of and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
3. Establish productive working relationships with students, acting as a role model and setting high expectations.
4. Promote the inclusion and acceptance of all students.
5. Support students consistently whilst recognising and responding to their individual needs.
6. Encourage students to interact and work cooperatively with others and support students to engage in the full curricular and extra curricular offer available to all students including those with SEND.
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance.

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8. Provide feedback to students in relation to progress and achievement.

### **Support for the Teacher**

1. Work with the teacher to establish an appropriate learning environment.
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
3. Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
6. Undertake marking of students' work and accurately record achievement/progress.
7. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
8. Liaise sensitively and effectively with parents/carers as agreed with the SENCO, Year Manager and teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
9. Administer and assess routine tests and invigilate exams/tests.
10. Support teaching/senior staff with routine administration e.g. administration of coursework, produce worksheets for agreed activities etc.

### **Support for the Curriculum**

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
2. Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
3. Support the use of ICT in learning activities and develop students' competence and independence in its use.
4. Help students to access learning activities through specialist support.
5. Determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School**

1. 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.
2. Be aware of and support difference to ensure all students have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher and SENDCO, to support achievement and progress of students.
5. Attend and participate in regular meetings.
6. Participate in training and other learning activities and performance development as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
9. Undertake planned supervision of students' out of school hours learning activities.
10. Supervise students on educational visits, trips and out of school activities as required.

### **Support for the department**

Senior Teaching Assistants are required to carry out the following responsibilities under the guidance of the SENDCo.

1. Lead a team of TAs, including target setting, completion of observations and feedback on performance, in conjunction with the SENDCo.
2. Work with small groups delivering Literacy, Numeracy, Social skills and Life Skills courses.
3. Complete lesson plans for interventions delivered.
4. Help organise testing and marking of all Y7 students reading, spelling and numeracy tests. Re-test students in Y8 and Y9 who need monitoring after interventions.
5. Support the Y6 induction process in the summer term.
6. Update yearly and deliver the induction programme for new staff.
7. Attend and contribute to Department meetings.
8. Involvement in SEN induction for new Staff in liaison with the SENDCo.
9. Provide INSET to the department or whole school where appropriate.

10. Organise cover for TA absences where appropriate.
  11. Liaise with outside agencies when appropriate.
  12. Support the department in preparing for open evening.
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### **Safeguarding Children:**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Promotion of school**

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- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**.
  - To promote, advocate and follow all **school policies**.
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### **General**

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
  - Such duties and responsibilities may be updated from time to time to reflect any changes to School procedures. Only significant additional duties or responsibilities as required by the Headteacher / SLT will render the grade of the post liable for re-evaluation.
  - Much of the work undertaken within the School/Department is of a highly confidential nature. The post holder must at all times maintain confidentiality.
  - The post holder must be aware of and understand the School's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
  - The post holder must be aware of and understand the School's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
  - The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies.
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