

# FIVE STONES LEARNING FEDERATION

## JOB DESCRIPTION

**POST TITLE:** Level 3 Teaching Assistant

**RESPONSIBLE TO:** Headteacher and Governors

To work under the instruction/direction of the senior manager

The postholder will report to the Teaching/Teaching Assistant Line Manager. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, Deputy and Assistant Head, teaching staff, other support staff and pupils.

### **DUTIES AND RESPONSIBILITIES:**

Support for Pupils, Teachers and the Curriculum

- Work collaboratively with teachers and other professional agencies to provide effective support for learning activities;
- Awareness of and work within school policies and procedures;
- To work with children who have extremely complex needs, providing an appropriate level of emotional and physical support where necessary;
- To provide support under the direction and supervision of teaching staff to assist pupils to access the curriculum and participate fully in school activities;
- Support pupils to understand instructions, support independent learning and inclusion of all pupils;
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in behaviour management and keeping pupils on task, based on the expectations for individual pupils;
- Provide support for pupils with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher;
- Support the teacher in monitoring, assessing and recording pupil progress/activities;
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
- Support the use of ICT in the curriculum;
- Support children's' learning through play and planned learning activities;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;
- Prepare and present displays;
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate in line with school policies and procedures;
- Assist in the development of pupil support plans (such as EHC outcomes);
- Support the work of volunteers and other teaching assistants in the classroom;
- Undertake pupil record keeping and maintenance of records as requested;
- Invigilate tests;
- Assist with the supervision of pupils before school, break times, lunchtimes (not as a supervisory assistant) and after school clubs if required;
- Provide cover to supervise a class and/or small group on an unexpected non-timetabled basis only;
- Assist in escorting and supervising pupils on educational visits and out of school activities under the direction of a teacher;

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- Maintain a clean, safe and tidy learning environment;
- Support pupils in developing and implementing their own personal and social development;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide basic first aid, liaising with senior leaders and medical staff and if appropriate referral to health service in emergency cases;
- Monitor and manage stock and supplies for the classroom.

### Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals;
- To attend briefings, staff meetings and parents' evenings as required;
- Participate in training and other learning activities and performance development as required to meet individual pupil and staff needs.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Fully support the Christian ethos of the school.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.