St Hild’s College CE (Aided) Primary School   
Teaching Assistant 3, Grade 4 – Job Description  
Responsibility to: The Head Teacher and Governing Body

These are the main duties and responsibilities needed to achieve the job purpose.  
Key Duties:

* Plan, prepare and deliver learning to small groups and individuals.
* Assess, record and report on development, progress and attainment of your groups.
* Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
* Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning.
* Support pupils in social and emotional well-being, reporting concerns to the teacher as appropriate.
* Work as part of a strong team and contribute to weekly after school staff/working party meetings.

Teaching Assistants at this level are expected to undertake at least one of the following:

a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties   
b. Provide specialist support to pupils where English is not their first language   
c. Provide specialist support to gifted and talented pupils   
d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Teaching Assistants in this role may also:

1. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
2. Support the role of parents / carers in pupils’ learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
3. Contribute to the development of policies and procedures.
4. Be responsible for the preparation, maintenance and control of materials and resources.
5. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
6. Be responsible for the presentation of some displays.