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| Role Title & Grade   |
| <ul style="list-style-type: none"> <li>Teaching Assistant 3</li> <li>Grade E</li> </ul>  |
| Job Purpose  |
| <ul style="list-style-type: none"> <li>To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.</li> <li>Assisting the teacher in the whole planning cycle and the management/preparation of resources.</li> <li>Detailed and specialist knowledge in particular areas of education and SEN.</li> </ul>  |
| Responsibilities   |
| <p>Key duties:</p> <ol style="list-style-type: none"> <li>1. Work with individual pupils with special educational needs</li> <li>2. To follow safeguarding procedures and ensure the well-being of all children.</li> <li>3. Establishing good relationships with pupils encouraging them to interact with others and engage in activities whilst being aware of individual needs.</li> <li>4. Working with the teacher to establish an appropriate learning environment maintaining a safe environment, including developing and presenting displays.</li> <li>5. 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</li> <li>6. Assess, record and report on development, progress and attainment as agreed with the teacher</li> <li>7. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher</li> <li>8. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required</li> <li>9. Select and adapt appropriate resources/methods to facilitate agreed learning activities 6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate</li> <li>10. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher</li> <li>11. Support pupils in developing and implementing their own personal and social development</li> <li>12. Promote good pupil behaviour, dealing with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.</li> <li>13. Assist in the development of individual development plans for pupils (such as Individual learning plans)</li> <li>14. Support the use of ICT in the curriculum</li> <li>15. Lead the supervision of pupils before, during and after school, at lunchtime, and taking responsibility for groups of pupils on visits, inclusion sessions, trips and out of school activities</li> <li>16. Support children's learning through play, in the classroom and on the yard; leading and facilitating social interaction with peers</li> <li>17. Support pupils to understand instructions aiding independent learning and inclusion of all pupils; promoting the inclusion and acceptance of all pupils.</li> <li>18. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence</li> <li>19. Establish and maintain relationships with families, carers and other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils. adults, e.g.</li> </ol> |

speech therapists

20. Attend and participate in regular meetings.

21. Teaching Assistants in this role are expected to undertake at least one of the following:

- a. Provide specialist support to pupils with special educational needs, for example, 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 all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Note: The options in point 21 are alternative specialisms and only the specialism actually applicable should be evaluated.

Teaching Assistants in this role may also undertake some or all of the following:

1. To undertake whole class supervision; either during the short-term absence of teacher or longer term planned for sessions where TAs will lead the class under the supervision of another teacher. They will respond to questions and generally assist pupils to undertake set activities. The primary focus will be to maintain good order and to keep pupils on task.
2. Supervise the work of students, volunteers and other teaching assistants in the classroom. Contribute to assessment discussions within the class team, contributing knowledge of progress within individual children
3. Contributing to the overall ethos/work/aims of the school through positive approaches to all aspects of school life.
4. Share information about pupils with other staff, parents / carers, internal and external agencies, as directed and as appropriate
5. Providing appropriate guidance and supervision and assist in the training and development of staff as appropriate
6. Administer medication to children and facilitate the medical support required on a daily basis

#### Knowledge Skills and Experience

- Meeting the National Occupational Standards in Supporting Teaching and Learning Level 3 and working at QCF Level 3.
- Demonstrate specialist skills relevant to their role in 21 (a-c) above.
- Knowledge and compliance with the policies and procedures relevant to child protection and health and safety.