## Level 3 TEACHING ASSISTANTS

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| TA 3 - To work under the guidance of teaching/senior staff and within an agreed system ofsupervision, to implement agreed work programmes with individuals/groups, in or out of theclassroom. This could include those requiring detailed and specialist knowledge in particularareas and will involve assisting the teacher in the whole planning cycle and themanagement/preparation of resources. Staff may also supervise whole classes occasionally ( e.g Duringshort-term absence of teacher) or for regular short periods with teacher’s planning provided. |
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| SUPPORT FOR PUPILS |
| * Use specialist (curricular/learning) skills/training/experience to support pupils * Assist with the development and implementation of Support Plans * Establish productive working relationships with pupils, acting as a role model and setting high expectations * Promote the inclusion and acceptance of all pupils within the classroom * Support pupils consistently whilst recognising and responding to their individual needs * Encourage pupils to interact and work co-operatively with others and engage all pupils in activities * Promote independence and employ strategies to recognise and reward achievement of self-reliance * Provide feedback to pupils in relation to progress and achievement |
| SUPPORT FOR THE TEACHER |
| * Work with the teacher to establish an appropriate learning environment * Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate * Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives * 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 * Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested * Undertake marking of pupils’ work and accurately record achievement/progress * Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour * Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed * Administer and assess routine tests and invigilate exams/tests * Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc. |
| SUPPORT FOR THE CURRICULUM |
| * Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs * Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills * Support the use of ICT in learning activities and develop pupils’ competence and independence in its use * Help pupils to access learning activities through specialist support * Determine the need for, prepare and maintain general and specialist equipment and resources |

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| SUPPORT FOR THE SCHOOL |
| * 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 * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils * Attend and participate in regular meetings * Participate in training and other learning activities as required * Recognise own strengths and areas of expertise and use these to advise and support others * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * Undertake planned supervision of pupils’ out of school hours learning activities * Supervise pupils on visits, trips and out of school activities as required |
| The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. |

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| **TA3 - Experience** | * Experience working with children of relevant age |
| **Qualifications/Training** | * Very good numeracy/literacy skills (eg GCSE grade C or equivalent) * NVQ 3 for Teaching Assistants or equivalent qualification or experience * Training in the relevant strategies e.g. literacy and/or in particular curriculum or specific learning area E.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc. * Appropriate first aid training |
| **Knowledge/Skills** | * Can use ICT effectively to support learning * Use of other equipment technology – video, photocopier * Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation * Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies * Understanding of principles of child development and learning processes * Ability to self-evaluate learning needs and actively seek learning opportunities * Ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |