



Bishop Wilkinson
Catholic Education Trust

Job Description

Post Title: Level 3 Teaching Assistant

Salary: Grade E, SCP 8 - 11

Reports To: Headteacher

Job Purpose

To work under the guidance of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. To contribute to the delivery of the curriculum and provide support for pupils, the teacher and the school, in order to raise standards of achievement for all, by utilising specialist knowledge and skills when supporting teacher-led planning, monitoring, assessing and supporting classes.

Staff may supervise whole classes occasionally, during short-term absence of teachers and within clearly defined lesson plans. Staff will need to respond to questions and generally assist pupils to undertake set activities. The primary focus will be to maintain good order and keep pupils on task.

Main Duties and Responsibilities

Providing support for pupils by: -

- Establishing positive and productive relationships with pupils, acting as a role model and setting high expectations
- Building effective relationships with pupils with medical conditions to ensure their needs are met and they can access learning fully
- Support pupils with identified medical needs by undertaking agreed medical and healthcare interventions during the school day, in line with Individual Healthcare Plans (IHPs), school policies and specialist training. This may include the administration of medication, emergency medical procedures and other agreed healthcare support, where appropriate. All medical interventions will only be undertaken following appropriate training. The postholder will work closely with parents/carers, healthcare professionals and senior staff to ensure pupils' health, safety, dignity and inclusion are maintained at all times
- Using relevant skills, training, and experience to support pupils' progress
- Promoting the inclusion and acceptance of all pupils within the classroom
- Supporting pupils consistently whilst recognising and responding to their individual needs
- Encouraging pupils to interact, collaborate with others, and engage fully in learning activities
- Promoting independence and using strategies to recognise and reward pupils' development of self-reliance
- Contributing to the development and implementation of SEN Support Plans
- Providing feedback to pupils on their progress and achievement in line with teacher direction and school procedures
- Establishing good relationships and work with parents/carers, gathering and sharing information that supports pupils' medical and learning needs



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- Supervising pupils during outdoor learning sessions and lunchtimes, ensuring their health and wellbeing is closely monitored and supported

Providing support for the teacher by:

- Working with the teacher to create and maintain an effective and positive learning environment
- Contribute to planning by preparing and organising resources and offering feedback on pupil engagement, under the direction and guidance of the teacher
- Monitoring and recording pupils' engagement and responses through observation and recording achievement against learning objectives
- Providing clear, objective, and accurate feedback and information to the teacher on pupil progress, behaviour, and any concerns
- Maintaining and updating records as agreed with the teacher and contributing to reviews of systems and pupil documentation as requested
- Promoting positive values, attitudes, and behaviour; responding promptly to incidents in line with school policies and encouraging pupils to take responsibility for their behaviour
- Liaising sensitively and effectively with parents/carers as directed by the teacher and participating in meetings or feedback sessions where appropriate
- Assist with marking pupils' work and recording achievements and progress as agreed with the teacher
- Administering routine assessments and assisting with/investigating tests and examinations
- Providing general administrative support, including preparing materials and resources for agreed learning activities

Providing support for the curriculum by:

- Implementing agreed learning activities and teaching programmes, adapting tasks in response to pupils' needs and engagement
- Supporting the delivery of local and national learning strategies (e.g., English, Maths, Early Years) and making effective use of learning opportunities to support skill development
- Supporting the use of ICT in learning activities and helping pupils develop confidence, competence, and independence in its use
- Helping pupils to access learning through appropriate and specialist support
- Identifying the need for, and preparing, organising, and maintaining general and specialist equipment and resources

Providing support for the school by:

- Complying with all school and Trust policies and procedures relating to child protection, behaviour, anti-bullying, anti-racism, health and safety, security, confidentiality and data protection
- Promoting and supporting equality, valuing difference and ensuring all pupils have full and fair access to learning and development opportunities
- Contributing positively to the overall ethos, aims and work of the school



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- Liaise with external agencies at the request of, and under the guidance of, the teacher or SENCO, sharing routine information relevant to pupils' needs
- Attending and participate in relevant meetings as required
- Taking part in training, professional development and other learning activities as needed
- Recognising personal strengths and areas of expertise, using these to assist, advise and support colleagues
- Providing appropriate guidance and good practice, contributing to staff training and development where relevant
- Supervising pupils during educational visits, trips and off-site activities as required

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

September 2026