



## **JOB DESCRIPTION LEVEL 3 CLASSROOM TEACHING ASSISTANT**

<b>Name:</b>	<b>Starting Date:</b>
<b>Salary Grade:</b> F (6-7) £14,402 to £14,689 actual	<b>Status of Post:</b> Permanent – Full-time
<b>Responsible to:</b> Class Teacher / Department Leader	<b>Review Date:</b> In line with cycle of appraisal / performance management
<b>Responsible for:</b> Supporting Learning and Teaching	<b>Hours:</b> 32.5 hours per week, 39 weeks per year
<b>Responsibilities:</b> Learning and Teaching	<b>Subject:</b> Classroom support

This job description may be amended at any time, following consultation between the Head Teacher and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted. This job description incorporates elements of, and builds upon, the Level 2 Teaching Assistant job description.

### **Core purpose**

To support the provision of a high quality educational experience for all students, including provision for health, safety and welfare in line with current pay and conditions document and National Standards for Teaching Assistants

### **General duties and responsibilities:**

- To deliver and evaluate pre-defined programmes and learning activities to individuals, small groups or classes to meet the requirements of the curriculum
- To support the teacher in delivery of a curriculum area to classes and groups of students
- To work with the teacher to establish appropriate learning environment meeting the needs of students and the curriculum
- To contribute to classroom resource maintenance and ordering process to ensure timely availability of resources in order to meet the requirements of the curriculum

### **Main Duties**

To support the class / subject teacher in delivering programmes of learning and curriculum activities in order to meet the needs of students:

- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Provide ideas for planning to support learning and teaching
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.

- Monitor and intervene when supporting learning and teaching to ensure sound learning and discipline and maintain a safe environment in which students feel confident.
- Be familiar with the Code of Practice and identification, assessment and support of students with special educational needs.

Under the supervision of a qualified teacher / school leader:

- Deliver pre-planned activities / programmes to individuals, small groups or classes
- Make effective use of assessment information on students' attainment and progress to set appropriate targets and plan future lessons.
- Evaluate own learning and teaching support to improve effectiveness.

To supervise students on visits, trips off-site, as required to meet curriculum requirements

### **Monitoring, assessment, recording, reporting and accountability.**

Work with colleagues to assess and record student progress systematically with reference to the college's current practice, and use the results to inform planning.

Work with colleagues to support the monitoring and evaluation of work, providing constructive feedback and setting targets for future progress.

Provide information for reports on individual progress of students to the teacher, other colleagues and parents as required.

### **Knowledge and Understanding**

Have knowledge of, and keep up-to-date with, the developments in area of expertise

Understand how students learning is affected by their physical, intellectual, emotional, and social development

Select and make good use of ICT skills.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

### **Providing Personal and Welfare Care**

Provide pastoral and behavioural support when appropriate and assist in the supervision of students to ensure the college's health and safety procedures are maintained

Deal promptly with conflict using a range of communication techniques, encouraging students to take responsibility for their own behaviour and promoting independence

Carry out any medical procedures in accordance with protocols including administration of medicines

Care for a sick or injured child, accompanying them to hospital and remaining with them until a parent/carer arrives to ensure continuity of care

To provide First Aid as and when required, after undertaking necessary training

### **Supporting Students in the Learning Environment**

Assist in the planning, development and implementation of individual plans and curriculum targets for students and in the planning and evaluating of learning activities to meet the needs of students and requirements of the curriculum.

May be required to assist with mobility equipment eg hoists, wheelchairs

### **Provide Clerical and other Support**

Provide general clerical and other support to meet curriculum delivery requirements

Administer and assess routine tests and use EFL to assess learners.

### **Preparing and Maintaining the Classroom Environment and Resources**

Provide an appropriate learning environment by working with the class / subject teacher

Preparing and maintaining general and specific equipment and resources

Develop interesting and engaging tools and materials to complete learning activities

To design and develop relevant curriculum display

### **Dealing with behaviour issues**

Use awareness of behaviour management and communication strategies as necessary to actively diffuse/deal with disruption of student learning

Where required and suitably trained use appropriate physical intervention techniques in accordance with policy and procedure

### **Reviewing Student Performance**

Monitor, observe, evaluate, record with appropriate evidence to teacher, including feedback to students and participate in gathering of information

### **Support for the College:**

- Be aware of and comply with the Staff Code of Conduct, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Be aware of the need to take responsibility for own professional development and to participate in the Appraisal procedures of the school.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Signed.....Post holder                      Date.....

Signed..... Head of School                      Date.....