



JOB DESCRIPTION

POST TITLE : **Teaching Assistant – Level 3**

REPORTING To the SENCo and, where applicable, to the relevant
RELATIONSHIP Head of Department.

MAIN DUTIES/RESPONSIBILITIES

In co-operation with the teacher/ SENCo/ Head of Department, the post holder will support the student by:

1. Using specialist skills to support pupils in class, 1:1, and groups.
2. Assisting with the implementation of Student Support Plans and Education, Health and Care Plans.
3. Establishing productive working relationships with pupils, acting as a role model and setting high expectations.
4. Promoting the inclusion and acceptance of all pupils within the classroom.
5. Supporting pupils consistently whilst recognising and responding to their individual needs.
6. Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Promoting independence and employ strategies to recognise and reward resilience.
8. Providing feedback to pupils in relation to progress and achievement.
9. Implementing learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
10. Implementing whole school learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
11. Helping pupils to access learning activities through specialist support.
12. Determining the need for, prepare and maintain general and specialist equipment and resources.
13. Carry out and/or support with medical procedures, working within safeguarding guidelines and the instruction of professionals.

14. Supervise students in unstructured times, including off-site activities.
15. Support students in after-school activities.
16. Working with the teacher, or taking direction from the teacher/ Head of Department to establish an appropriate learning environment.
17. Working with the teacher, or taking direction from the teacher/ Head of Department in lesson planning, evaluating and adjusting lessons/work plans as appropriate to ensure individual need is met.
18. Monitoring and evaluating pupils' responses to learning activities.
19. Providing feedback/data and reports as required, to identify students' needs to the teacher/ Head of Department/ SENCo.
20. Undertaking marking of pupils' work and provide effective feedback to the student in line with relevant departmental policy.

In co-operation with the teacher/ SENCo/ Head of Department, the post holder will **support the school by:**

1. Consistently implementing the schools policies and procedures.
2. Attending morning briefings and whole school and departmental meetings.
3. Participating in internal and external training.
4. To safeguard and promote the welfare of children through attending mandatory training and adhering to the current KCSIE document.
5. Undertaking any other relevant duties commensurate with a Level 3 position, which from time to time may be required by the head of school.
6. Carrying out duties with full regard to the Equal Opportunities Act.
7. Complying with Health and Safety policies, risk assessments and handling plans
8. To engage actively in the Appraisal process, with the aim of improving individual performance and standards across the school
9. To engage actively in the whole school and departmental verification processes
10. Adhere to the Whole School Values Charter and Classroom Practice expectations and documentation.
11. Liaising with parents/carers as agreed with the SENCo, and participate in meetings with parents/ carers as directed.
12. To supervise whole classes during the short-term absence of teacher.

