

JOB DESCRIPTION

Job Title
Teaching Assistant- Level 3
Salary Range
4-6 (Grade C)
Line Management Responsibilities
None
Line Manager
Headteacher
Base Location
School
Purpose of Role
To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.
Key Accountabilities

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, assessing and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
- Understand and support independent learning and inclusion of all pupils as required.
- Work with individual pupils with special educational needs.

- Work with pupils for whom English is not their first language.
- Assist in the development of individual development plans for pupils (such as Individual educational plans).
- Support the work of volunteers and other teaching assistants in the classroom.
- Support the use of ICT in the curriculum.
- Invigilate exams and tests.
- Assist in escorting and supervising pupils on educational visits and out of school activities.
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- Support pupils in developing and implementing their own personal and social development.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Monitor and manage stock and supplies for the classroom.

Knowledge and Experience

- Has knowledge of supporting and leading learning activities.
- Has knowledge and skills equivalent to NVQ level 2 in Supporting Teaching and Learning or have equivalent experience.
- Is Knowledgeable and compliant with policies and procedures relevant to child protection and health and safety.

Personal Qualities

- Is able to resolve problems in relation to providing learning activities.
- Can effectively communicate with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting their approach as necessary.
- Has the ability to effectively exchange information with staff, parents/carers.
- Can work under the direction of the teacher.
- Has the ability to switch between tasks where work is regularly interrupted.
- Is able to make decisions about own work supporting pupils; more complex decisions referred to senior staff.
- Tactful and discreet, with the ability to maintain confidentiality at all times.

- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

Expected Outcomes

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- May assist with the supervision of students out of lesson times e.g. clubs, extracurricular activities.
- May assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Contribute to planning of activities for the session, day or week.
- Set up and use of educational equipment.
- Implement planned learning activities as agreed with the teacher; work with individual or small groups of pupils.
- Under guidance from the teacher provide feedback to pupils on attainment and progress.
- Demonstrate own duties to new or less experienced staff.
- Occasionally handle small amounts of cash e.g. for school visits.
- Responsible for the careful and safe use of equipment such as play and standard ICT equipment.
- Record confidential pupil data for pupils with whom jobholder works.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.

- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.