

West Cornforth Primary School
Teaching Assistant 3 – Job Description

These are the main duties and responsibilities needed to achieve the job purpose.

Key duties:

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Carry out regular yard duties
8. Teaching Assistants in this role are expected to undertake at least one of the following:
 - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
 - b. Provide specialist support to pupils where English is not their first language
 - c. Provide specialist support to gifted and talented pupils
 - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, English, Numeracy, National Curriculum subject).

Teaching Assistants in this role may also:

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
2. Provide short term cover supervision of classes
3. Supervise the work of other support staff/trainees
4. Be responsible for the preparation, maintenance and control of stocks of materials and resources
5. Invigilate exams and tests
6. Escort and supervise pupils on educational and out of school activities
7. Guide and support pupils in their personal, emotional and social development
8. Prepare and present displays
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
11. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
12. Work with pupils not working to the normal timetable

13. Monitor and manage stock and supplies for the classroom.

14. Lead and deliver after school clubs

Indicative knowledge, skills and experience

- Working at or towards the national occupational standards (NOS) in Supporting Teaching and Learning reflected in the mandatory and relevant optional units of the level 3 NVQ and Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework
- Demonstrate specialist skills relevant to their role in 8(a-d) above
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety

And any other tasks as directed by the Head Teacher.