

JOB DESCRIPTION FOR TEACHING ASSISTANT (GRADE GR3)

1.0 JOB PURPOSE:

- 1.1 This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- 1.2 To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

2.0 DUTIES AND RESPONSIBILITIES:

Support for pupils (either individually or in groups)

- 2.1 Support the activities of individuals or groups
- 2.2 Establish and maintain relationships with individual pupils and groups.
- 2.3 Contribute to individual Education Plans as appropriate.
- 2.4 Support pupils during learning activities.
- 2.5 Promote pupils' social and emotional development and contribute to their health and well-being
- 2.6 Provide support for bilingual/ multilingual pupils (appropriate to the focus of the role).
- 2.7 Support children with specific needs (appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- 2.8 Support pupils with literacy and numeracy skills; Support pupils to access the curriculum.
- 2.9 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

Support for the teacher (s)

- 2.10 Observe and report on pupil performance
- 2.11 Contribute to the planning and evaluation of learning activities.
- 2.12 Assist in preparing and maintaining the learning environment.
- 2.13 Contribute to the management of pupils' behaviour.
- 2.14 Contribute to maintaining pupils' records
- 2.15 Support the maintenance of pupils' safety and security.
- 2.16 Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
- 2.17 Undertake routine marking in line with school policy
- 2.18 Provide general administrative support
- 2.19 Undertake joint home visits as appropriate and in line with LA policy

Support for the school

- 2.20 Support the development and effectiveness of team work within the school environment
- 2.21 Develop and maintain working relationships with other professionals
- 2.22 Liaise with parents as appropriate
- 2.23 Review and develop own professional practice
- 2.24 Work as required across the curriculum and in all Key Stages in accordance with the job

Support for the curriculum

- 2.25 Support the use of information and communication technology in the classroom
- 2.26 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.27 To ensure their tasks are carried out with due regard to Health and Safety
- 2.28 To participate in appropriate professional development including adhering to the principle of performance management.

3.0 Adherence to the ethos of the school

- 3.1 To promote the agreed vision and aims of the school; observe all policies adopted by the governing body of the school; observe all guidelines in the staff handbook and those issued by the head teacher or any member of staff with delegated responsibility
- 3.2 To set an example of personal integrity and professionalism
- 3.3 Attendance at appropriate staff meetings and parents evenings

Any other duties as commensurate within the grade in order to ensure the smooth running of the school

DUE IMPORTANCE WILL BE GIVEN TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AS OUTLINED IN THE SCHOOL’S SAFEGUARDING POLICY. OBSERVANCE OF THE SCHOOL’S EQUALITY POLICY WILL BE REQUIRED. THESE POLICIES ARE AVAILABLE ON THE SCHOOL WEBSITE.

4.0 SUPERVISION RECEIVED:

4.1 **Supervising Officer’s Job Title:** Head Teacher

4.2 LEVEL OF SUPERVISION

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within established guidelines subject to scrutiny by supervisor
- 3. ~~Plan own work to ensure the meeting of defined objectives~~

5.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others) **NONE**

6.0 SPECIAL CONDITIONS:

6.1 See the Education (Specified Work and Registration) (England) Regulations 2003 and Guidance for Schools on Cover Supervision

Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development needs of the member of staff.

7.0 Review and Amendment

This job description is normally subject to annual review. It may be amended at any time at the request of the Head Teacher or the teaching assistant. It will be signed if agreement is reached.

8.0 Complaints

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job Description issued
After consultation by

Copy agreed and received by

Name _____

(Shaukat Islam - Head Teacher)

(Teaching Assistant)

Date.....

Date.....

JOB DESCRIPTION FOR HIGHER LEVEL TEACHING ASSISTANT (GRADE GR4)

This level is applicable for teaching assistants working at a senior level with children as an Advanced Practitioner role

Purpose of job

Support teachers in the development and education of children including the provision of specialist skills and knowledge at an advanced level across a range of disciplines in line with HLTA Standards.

Duties and responsibilities – a) Advanced Practitioner

Undertake the duties of a teaching assistant level 3 and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision in line with the HLTA Standards.

Support for Pupils

- 1 Use specialist skills to meet the intellectual, physical, social and emotional needs of pupils.
- 2 Assess the needs of pupils and contribute to the development of Individual Education Plans.
- 3 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

Support for Teachers

Assist designated teacher(s) with the teacher's responsibilities for planning and teaching the agreed curriculum, and, at the teacher's direction, specifically to

- 1 Implement and evaluate specific curriculum plans and activities prepared by the teacher to meet individual needs of pupils
- 2 Contribute to curriculum planning
- 3 Organise and manage learning sessions with specified groups of pupils
- 4 Monitor and assess specified individuals and groups of pupils in accordance with the monitoring and assessment arrangements for the school
- 5 Provide information and reports as required on the achievement and progress of pupils
- 6 Undertake 'specified work' in line with Single Status.
- 7 Work with parents to enhance pupils' learning and development including taking the lead role in home visits if required.
- 8 Supervise and support the work of other teaching assistants in the class

Support for the school

- 1 Lead for whole school in a designated specialist area and share expertise and skills with others
- 2 Contribute to the identification and planning of out of school learning activities to consolidate and extend work carried out in class.
- 3 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 4 To ensure all tasks are carried out with due regard to Health and Safety
- 5 To undertake appropriate professional development including adhering to the principle of performance management.

Adherence to the ethos of the school

- 1 To promote the agreed vision and aims of the school; observe all policies adopted by the governing body of the school; observe all guidelines in the staff handbook and those issued by the head teacher or any member of staff with delegated responsibility
- 2 To set an example of personal integrity and professionalism

Any other duties as commensurate within the grade in order to ensure the smooth running of the school

DUE IMPORTANCE WILL BE GIVEN TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AS OUTLINED IN THE SCHOOL’S SAFEGUARDING POLICY. OBSERVANCE OF THE SCHOOL’S EQUALITY POLICY WILL BE REQUIRED. THESE POLICIES ARE AVAILABLE ON THE SCHOOL WEBSITE.

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Job Description issued
After consultation by

Copy agreed and received by

Name _____

(Shaukat Islam - Head Teacher)

(Higher Level Teaching Assistant)

Date.....

Date.....