



The Drive Community Primary School

Teaching Assistant Level 3 – Grade E

Job Description

Job Purpose

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.
- Assisting the teacher in the whole planning cycle and the management/preparation of resources.
- Detailed and specialist knowledge in particular areas of education and SEN.

Responsibilities

Key Duties:

- Work with individual pupils with special educational needs
- To follow safeguarding procedures and ensure the well-being of all children.
- Establishing good relationships with pupils encouraging them to interact with others and engage in activities whilst being aware of individual needs.
- 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
- Assess, record and report on development, progress and attainment as agreed with the teacher
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in developing and implementing their own personal and social development
- Promote good pupil behaviour.
- Assist in the development of individual development plans for pupils (such as Individual learning plans)
- Support children's learning through play, in the classroom and on the yard (duty); leading and facilitating social interaction with peers
- Support pupils to understand instructions aiding independent learning and inclusion of all pupils; promoting the inclusion and acceptance of all pupils.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Establish and maintain relationships with families, carers and other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils. adults, e.g. speech therapists.
- Attend and participate in regular meetings.

- Teaching Assistants in this role are expected to undertake the following:
 - Provide specialist support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties.

Teaching Assistants in this role may also undertake some or all of the following:

- Contribute to assessment discussions within the class team, contributing knowledge of progress within individual children.
- Contributing to the overall ethos/work/aims of the school through positive approaches to all aspects of school life.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as directed and as appropriate.

Knowledge Skills and Experience

- Meeting the National Occupational Standards in Supporting Teaching and Learning Level 3 and working at QCF Level 3.
- Demonstrate specialist skills relevant to their role.
- Knowledge and compliance with the policies and procedures relevant to child protection and health and safety.