



JOB DESCRIPTION : TEACHING ASSISTANT (GRADE 3)

Grade 3, Points 11 – 13

Weeks worked – 38

Weeks paid – 43 (rising to 44 after 5 year's service)

Job Purpose

To work under the direct instruction of teaching staff:

- in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
- With small groups or individuals delivering learning activities

Duties:

Support for pupils

- Support pupils' learning activities and attend to additional learning needs
- Work with individual or groups of children as directed by the class teacher
- Help with the care and support of pupils
- Contribute to the health and well-being of pupils (to include helping the children with personal cleanliness and cleaning up "spoiled" areas as required)
- Undertake the duties of a first-aid supervisor
- Promote the inclusion and acceptance of all pupils
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Assess the needs of pupils and feedback to relevant teachers

Support for Teachers

- Prepare classrooms as directed for lessons and clear afterwards
- Display pupils work in the class and around the school
- Contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required
- Assist in the maintenance of a safe environment for pupils and staff
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.
- Input and manage pupil data
- Liaise with parents/carers as directed
- Undertake pupil record keeping as requested
- Supervise the pupils for sessions lasting no longer than 45 mins

Support for the Curriculum

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies as directed by the teacher
- Support and teach pupils in using ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

Support for the School

- Participate in training and other learning activities and performance development as required
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos and aims of the school
- Attend relevant meetings as required
- Assist with the supervision of pupils out of lesson times, including breaktimes and lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Be prepared to undertake any other duties which may be allocated by the headteacher after consultation with the post holder
- Be First Aid trained
- Be responsible for an area of the school, keeping it tidy and organised (e.g. Outdoor PE cupboard)

Line Management:

The post holder will be line managed by an appropriate class teacher