

Sacred Heart Catholic Primary School Job Description for Teaching Assistant Level 3.

Sacred Heart is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Teaching assistant Level 3

Salary: Level 3 pay grade

Hours: 32.5 term time only

Contract type: fixed-term/permanent

Reporting to: The Head of School and Assistant Head Teacher as line managers

Responsible for: Supporting children and some temporary or short term class cover e.g. PPA cover

Main purpose

The Teaching Assistant will:

Work with class teachers to raise the learning and attainment of pupils

Promote pupils' independence, self-esteem and social inclusion

Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Some cover duties including lunch time support and classroom cover.

Duties and responsibilities

Teaching and learning

Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)

Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities

Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning

Use effective behaviour management strategies consistently in line with the school's policy and procedures

Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment

Observe pupil performance and pass observations on to the class teacher

Supervise a class if the teacher is temporarily unavailable

Use ICT skills to advance pupils' learning

Undertake any other relevant duties given by the class teacher

To cover as and when appropriate (this would not be full time cover, it would only be in the case of PPA or odd staff absence cover days).

Direct the work, where relevant, of other adults in supporting learning

Planning

Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role

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Read and understand lesson plans shared prior to lessons, if available

Prepare the classroom for lessons

Working with staff, parents/carers and relevant professionals

Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers

With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with

Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers

Collaborate and work with colleagues and other relevant professionals within and beyond the school

Develop effective professional relationships with colleagues

Health and safety

Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy

Look after children who are upset or have had accidents

First aid

Professional development

Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA / HLTA will carry out. The potholder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager