



Job Description – Teaching Assistant Level 3

Job title:	Teaching Assistant Level 3
Job purpose:	To work under the direct instruction of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
Line Management:	Responsible to the Class Teacher, Assistant Head, Headteacher
Liaising with:	Senior Leadership Team, Line Manager, Class Teacher and other Support Staff.
Salary Scale:	WBC Grade 5 Point 8 to 14 (Term time only + 1 week)
Working Time:	Hours per week - 32.5 (8.30am to 3.30pm) 30 Minutes for Lunch
DBS	Disclosure Level: Enhanced

Main purpose of the role

To work in partnership with class teachers to support learning by working with individuals or small groups of children under the direction of teaching staff.

To work under the professional direction of a teacher and within an agreed system of supervision in delivering lessons set by or with the teacher.

Coordinate school clubs including before and after school clubs, lunch clubs, homework clubs and subject specific learning groups.

Core responsibilities and tasks

1. Provide learning activities for classes under the professional direction and supervision of a qualified teacher.
2. Progress pupils' learning and to 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 easily to the attention of the teacher.
4. Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.



5. Support learning by selecting appropriate resources/methods to facilitate agreed learning activities and engaging groups of students through various learner activities.
6. Provide particular and skilled support to all pupils in a particular learning area from within the overall national curriculum.
7. Provide short term unplanned learning/ teaching support for groups of pupils or on occasion whole classes and individuals as and when required.
8. Understand and support pupils with special needs.
9. Liaise with other staff and provide information about pupils as appropriate.
10. Support the work of volunteers and other Learning Support staff in the classroom.
11. Any other duties deemed necessary by the SLT.

Knowledge, skills and experience

- Complete a common core programme of induction for working with children
- Specialist language/communication skills if appropriate
- Working in accordance with relevant occupational standards, knowledge /skills and the agreed local competency framework.

Additional Information

This role may include the tasks within a basic support role but also provides more specific practitioner support tasks without the same degree of supervision as Teaching Assistant (Teaching Assistant – Level 2).

Additional Information

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the SLT and/or Local Governing Body to reflect or anticipate changes in the job commensurate with the grade and job title.