



JOB DESCRIPTION LEVEL 3 CLASSROOM TEACHING ASSISTANT

Name:	Starting Date:
Salary Grade: F (16-18)	Status of Post: Permanent – Full-time
Responsible to: Class Teacher / Department Leader	Review Date: In line with cycle of appraisal / performance management
Responsible for: Supporting Learning and Teaching	Hours: 34.25 hours per week, 39 weeks per year
Responsibilities: Learning and Teaching	Subject: Classroom support

This job description may be amended at any time, following consultation between the Head Teacher and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

This job description incorporates elements of, and builds upon, the Level 2 Teaching Assistant job description.

Core purpose

To support the provision of a high quality educational experience for all students, including provision for health, safety and welfare in line with current pay and conditions document and National Standards for Teaching Assistants

General duties and responsibilities:

- To support the teacher in delivery of a curriculum area to classes and groups of students
- To deliver and evaluate pre-defined programmes and learning activities to individuals, small groups or classes to meet the requirements of the curriculum
- To work with the teacher to establish appropriate learning environment meeting the needs of students and the curriculum
- To contribute to classroom resource maintenance and ordering process to ensure timely availability of resources in order to meet the requirements of the curriculum



Main Duties

To support the class / subject teacher in delivering programmes of learning and curriculum activities in order to meet the needs of students:

- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Provide ideas for planning to support learning and teaching
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
- Monitor and intervene when supporting learning and teaching to ensure sound learning and discipline and maintain a safe environment in which students feel confident.
- Be familiar with the Code of Practice and identification, assessment and support of students with special educational needs.

Under the supervision of a qualified teacher / school leader:

- Deliver pre-planned activities / programmes to individuals, small groups or classes
- Make effective use of assessment information on students' attainment and progress to set appropriate targets and plan future lessons.
- Evaluate own learning and teaching support to improve effectiveness.

To supervise students on visits, trips off-site, as required to meet curriculum requirements

Monitoring, assessment, recording, reporting and accountability.

Work with colleagues to assess and record student progress systematically with reference to the college's current practice, and use the results to inform planning.

Work with colleagues to support the monitoring and evaluation of work, providing constructive feedback and setting targets for future progress.

Provide information for reports on individual progress of students to the teacher, other colleagues and parents as required.

Knowledge and Understanding

Have knowledge of, and keep up-to-date with, the developments in area of expertise

Understand how students learning is affected by their physical, intellectual, emotional, and social development



Select and make good use of ICT skills.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

Providing Personal and Welfare Care

Provide pastoral and behavioural support when appropriate and assist in the supervision of students to ensure the college's health and safety procedures are maintained

Deal promptly with conflict using a range of communication techniques, encouraging students to take responsibility for their own behaviour and promoting independence

Carry out any medical procedures in accordance with protocols including administration of medicines

Care for a sick or injured child, accompanying them to hospital and remaining with them until a parent/carer arrives to ensure continuity of care

To provide First Aid as and when required, after undertaking necessary training

Supporting Students in the Learning Environment

Assist in the planning, development and implementation of individual plans and curriculum targets for students and in the planning and evaluating of learning activities to meet the needs of students and requirements of the curriculum.

May be required to assist with mobility equipment eg hoists, wheelchairs

Provide Clerical and other Support

Provide general clerical and other support to meet curriculum delivery requirements

Administer and assess routine tests and undertake marking of students' work to meet curriculum requirements

Support students during tests/exams

Preparing and Maintaining the Classroom Environment and Resources

Provide an appropriate learning environment by working with the class / subject teacher

Preparing and maintaining general and specific equipment and resources



Develop interesting and engaging tools and materials to complete learning activities

To design and develop relevant curriculum display

Dealing with behaviour issues

Use awareness of behaviour management and communication strategies as necessary to actively diffuse/deal with disruption of student learning

Where required and suitably trained use appropriate physical intervention techniques in accordance with policy and procedure

Reviewing Student Performance

Monitor, observe, evaluate, record with appropriate evidence to teacher, including feedback to students and participate in gathering of information

Support for the College:

- Be aware of and comply with the Staff Code of Conduct, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Be aware of the need to take responsibility for own professional development and to participate in the Appraisal procedures of the school.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.
- This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Signed.....Post holder Date.....

Signed..... Headteacher Date.....