

**JOB DESCRIPTION**

**JOB TITLE: Graduate Teaching Assistant Level 3**

**SALARY : GR3**

**MANAGED BY: SLT & PHASE LEADER**

**PURPOSE OF JOB**

* This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
* To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate

**KEY JOB OUTCOMES – Support for pupils (either individually or in groups)**

1. Support the activities of individuals or groups.
2. Establish and maintain relationships with individual pupils and groups.
3. Contribute to Individual Education Plans as appropriate.
4. Support pupils during learning activities.
5. Promote pupils’ social and emotional development.
6. Contribute to the health and well-being of pupils.
7. Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role).
8. Support pupils with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
9. Support for Gifted and Talented pupils.
10. Support pupils with literacy and numeracy skills.
11. Support pupils to access the curriculum.
12. Dealing with the personal care needs of children where appropriate in line with the guidance of E-ACT.
13. Deliver lunchtime and afterschool clubs for children as directed by senior leaders.
14. Support and deliver two holiday clubs (one week in Easter and two weeks in the summer).

**Support for the teacher (s)**

1. Observe and report pupil performance.
2. Contribute to the planning and evaluation of learning activities.
3. Assist in preparing and maintaining the learning environment including putting up displays.
4. Contribute to the management of pupils’ behaviour
5. Contribute to maintaining pupils’ records.
6. Support the maintenance of pupils’ safety and security.
7. Supervise the whole class for a short time in an emergency (normally for a period of less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.
8. Undertake routine marking in line with the academy policy.
9. Provide general administrative support, for example, administer work, produce worksheets etc.
10. Undertake joint home visits as appropriate and in line with E-ACT policy.

**REVIEW**

**Support the curriculum**

1. Support the use of information and communication technology in the classroom.
2. To perform other duties as the Principal may from time to time determine.
3. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
4. To ensure all tasks are carried out with due regard to Health and Safety.
5. To undertake appropriate professional development including adhering to the principle of performance management.
6. To adhere to the ethos of the academy
7. To promote the agreed vision and aims of the academy.
8. To set an example of personal integrity and professionalism.
9. Attendance at appropriate staff meetings and parents evenings.
10. Any other duties as commensurate within the grade in order to ensure the smooth running of the academy.

**Support for the Academy**

1. Support the development and effectiveness of team work within the academy environment.
2. Develop and maintain working relationships with other professionals.
3. Liaise with parents as appropriate.
4. Review and develop own professional practice.
5. Work as required across the curriculum and in all Key Stages within the academy in accordance with the role.

This job description may be subject to review and change to accommodate the changing needs of the Academy, after consultation, at the request of the Headteacher, Line Manager or Postholder.

**Mansfield Green E-ACT Primary Academy and E-ACT are committed to safeguarding and promoting the welfare of its children and young people and expects all employees and volunteers to share this commitment. E-ACT is committed to promoting equality of opportunity and diversity. All staff and volunteers are expected to be committed to the Academy Equal Opportunities Policy.**

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| **Please note: *At interview, issues relating to safeguarding and promoting the welfare of children will be explored. An enhanced DBS clearance, satisfactory employment references and verification of your right to work in the UK, along with the completion of other pre-employment checks will be required prior to an appointment being made.***  **Employee Signature: ................................................................................................** |
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| **Date of Signing: ...........................................................................................................** |
| **Headteachers Signature: .............................................................................................**  **Date of Signing: ...........................................................................................................** |

**FOR OFFICE USE ONLY:**

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| **START DATE:** |  |
| **REVIEW DATE:** | **RECOMMENDATIONS/AMENDMENTS:** |
| **START DATE:** |  |
| **REVIEW DATE:** |  |