

Teaching Assistant (Level 3)

Job title: Teaching Assistant (Level 3)
School: St. Bede's College Prep
Line manager: Head of Prep, Deputy Head of Prep, SENDCO
Hours: Full Time Post

Main purposes of the job

- To work under the guidance of class teachers in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning.
 - During the short term, absence of class teachers a Level 3 teaching assistant may be required to supervise the whole class and deliver pre prepared activities.
 - To provide general support to class teachers in the management and organisation of the pupil and the classroom.
 - To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
 - To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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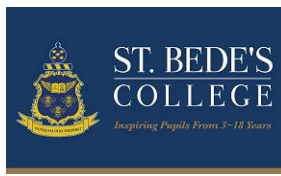
Main responsibilities and tasks

Support for pupils

1. To support working relationship with the pupils, acting as role model and setting high expectations.
2. To support pupils learning in the most effective way.
3. To meet the personal needs of pupils whilst encouraging their independence.
4. To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting individual education plan (IEP) targets and to IEP reviews.
5. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
6. To provide support in the delivery of the Prep School's Curriculum Framework.

Support for the teacher

7. To work closely with teachers to assist in the planning, development and delivery of all areas of the curriculum. In the short term unplanned absence of teachers, to cover all pre prepared activities to provide continuity for the pupils.
8. As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
9. To work on classroom displays following consultation with teachers.



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10. To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by teachers.
11. To administer and mark routine tests under the guidance of class teachers and in line with the school's marking policy.

Support for the school

12. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
13. To attend relevant meetings and participate in training opportunities and professional development as required.
14. To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
15. To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher.
16. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
17. To assist in the training and development of staff.
18. To adhere to school health and safety policy including risk assessment and safety systems.
19. To adhere to school policy on equality and diversity.

Support for the curriculum

20. To assist in the development of basic Literacy, Numeracy and ICT skills and support the use of these learning activities as directed by class teachers.
 21. To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
 22. Undertake broadly similar duties commensurate with the level of the post as required by the Head of Prep.
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