



## **JOB DESCRIPTION**

**Job Title:** SEND Teaching Assistant Level 3  
Primary

**Grade:** GR3 – Level 3

### **1.0 JOB PURPOSE:**

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

### **2.0 DUTIES AND RESPONSIBILITIES:**

#### **Support for pupils (either individually or in groups)**

- 2.1** Support the activities of individuals or groups
- 2.2** Establish and maintain relationships with individual pupils and groups.
- 2.3** Contribute to individual Education Plans as appropriate.
- 2.4** Support pupils during learning activities.
- 2.5** Promote pupils' social and emotional development.
- 2.6** Contribute to the health and well-being of pupils.
- 2.7** Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- 2.8** Support children 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.
- 2.9** Support pupils with literacy and numeracy skills
- 2.10** Support pupils to access the curriculum.
- 2.11** Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

#### **Support for the teacher (s)**

- 2.12** Observe and report on pupil performance
- 2.13** Contribute to the planning and evaluation of learning activities.
- 2.14** Assist in preparing and maintaining the learning environment.
- 2.15** Contribute to the management of pupils' behaviour.
- 2.16** Contribute to maintaining pupils' records
- 2.17** Support the maintenance of pupils' safety and security.
- 2.18** Supervise the whole class for a short time in an emergency (normally for a period 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
- 2.19** Undertake routine marking in line with school policy
- 2.20** Provide general administrative support, for example, administer coursework, produce worksheets etc.
- 2.21** Undertake joint home visits as appropriate and in line with LEA policy

**Support for the school**

- 2.22 Support the development and effectiveness of team work within the school environment
- 2.23 Develop and maintain working relationships with other professionals
- 2.24 Liaise with parents as appropriate
- 2.25 Review and develop own professional practice
- 2.26 Work as required across the curriculum and in all Key Stages within the school in accordance with the job

**Support for the curriculum**

- 2.27 Support the use of information and communication technology in the classroom
- 2.28 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.
- 2.29 To ensure their tasks are carried out with due regard to Health and Safety
- 2.30 To participate in appropriate professional development including adhering to the principle of performance management.
- 2.31 To adhere to the ethos of the school
  - 2.31.1 To promote the agreed vision and aims of the school
  - 2.31.2 To set an example of personal integrity and professionalism
  - 2.31.3 Attendance at appropriate staff meetings and parents evenings
- 2.32 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**OBSERVANCE OF THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**SUPERVISION RECEIVED:**

**3.0**

**3.1 LEVEL OF SUPERVISION**

Left to work within established guidelines subject to scrutiny by supervisor

Signed: \_\_\_\_\_ (Principal)

\_\_\_\_\_ (Post holder)

\_\_\_\_\_ (Date)