

Horsenden Primary School

Teaching Assistant (Level 3) - Job Description



Job title:	Teaching Assistant (Level 3)	Ealing GLPC Grade:	Scale 6
Line manager:	Senior teacher, Class teacher		
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff.		
Hours:	32.5 hours per week, 39 weeks per year – term time		

Main purposes of the job

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

Support for pupils

1. Establish supportive working relationships with pupils, acting as a role model and setting high expectations.
2. Support pupils' learning in the most effective way, including adapting tasks and materials.
3. Meet the personal needs of pupils whilst promoting independence.
4. Provide targeted support for children with additional needs by implementing personalised strategies and supporting learning, communication and regulation in line with individual support plans.
5. Deliver specific learning programmes and support pupils with additional needs, contributing to setting and reviewing individual targets.
6. Support pupils' social and emotional development through positive behaviour strategies, in line with the school's therapeutic approach.
7. Encourage cooperative learning and ensure all pupils are actively engaged.
8. To provide personal care for pupils when required, including assisting with toileting or changing, and to administer basic first aid in line with school procedures and training.

Support for the teacher

9. Assist the teacher with planning, development and delivery across the curriculum. Cover pre-prepared work during short-term teacher absence.



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10. Prepare learning environments and resources, setting up and clearing away as appropriate.
11. Contribute to classroom displays and celebration of work.
12. Observe and report on pupil progress using a range of strategies.
13. Administer and mark routine assessments under teacher guidance.

Support for the curriculum

14. Assist in developing literacy, numeracy, ICT and oracy skills.
15. Support the development of pupils' spoken language and active listening through structured dialogue
16. Help adapt resources and learning to reflect pupils' interests, backgrounds and individual needs.
17. Support outdoor and practical learning opportunities, including swimming or physical activity sessions, where appropriate.

Support for the school

18. Follow all policies including those for safeguarding, health and safety, inclusion, equality and behaviour.
19. Attend relevant meetings and participate in training opportunities and professional development.
20. Support the emotional wellbeing of pupils through positive relationships and modelling prosocial behaviour.
21. Liaise with external professionals, such as speech and language therapists, educational psychologists or outreach services, as directed by the SENCO or class teacher, to support the implementation of strategies that meet pupils' individual needs.
22. Accompany staff and pupils on educational visits within contracted hours. 20. Assist with general pastoral care and pupil wellbeing.
23. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
24. Support new staff members where needed.
25. Use school systems (e.g. CPOMS, SIMS, Arbor) to support communication and record keeping.
26. Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

Signatures – line manager and job holder

Signature of Manager:

Date:

/ /

Signature of post holder:

Date:

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