



Deanery C.E. Primary School

JOB DESCRIPTION

TEACHING ASSISTANT (Level 3)

NAME:

Roles and responsibilities include all points within:

- **Teaching Assistant Standards**

Purpose of job

To support teaching staff and Nursery Colleagues in the development and education of pupils including the provision of specialist skills as appropriate.

Duties and Responsibilities

Support of pupils

1. Support the activities of individual or groups of children.
2. Establish and maintain relationships with individual pupils and groups.
3. Support pupils during learning activities.
4. Promote pupil's social and emotional development.
5. Contribute to the health and well being of pupils.
6. Provide support and contribute to Individual Education Plans, as appropriate, for children with specific needs, e.g. physical impairment, behavioural, emotional etc.
7. Provide support for bilingual/multilingual pupils as appropriate.
8. Support children with special needs (if appropriate to the focus of the role).
 - Sensory and/or physical impairment.
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
9. Support pupils with literacy and numeracy skills.
10. Support pupils to access the curriculum.

Support for the teacher(s)

1. Observe and report on pupil performance.
2. Contribute to the planning and evaluation of learning activities.
3. Assist in preparing and maintaining the learning environment.
4. Contribute to the management of pupils' behaviour.
5. Contribute to maintaining pupil records.
6. Support the maintenance of pupil safety and security.
7. Provide general administrative support, e.g. administer coursework, produce worksheets etc.
8. Undertake more complex marking and monitoring of pupils' work in line with school policy.
9. Undertake joint home visits if appropriate and in line with school policy.
10. To plan and assess the extended care provision within the Nursery.

Support for the school

1. Support the development and effectiveness of work teams within the school environment.
2. Develop and maintain working relationships with other professionals.
3. Review and develop own professional practice.
4. Liaise, as appropriate, with parents.

Support for the curriculum

1. Support all foundation stage curriculum areas as appropriate.
2. Support all I.C.T. across the curriculum as appropriate.

Manager – Mrs Jayne Lockett

Line Manager – Phase Leader

February 2020