

The Pines School
Job Description for Level 3 Teaching assistant

Job Title: Level 3 TA **Salary Grade:** GR 3 (pro rata to hours worked) SEN allowance
Location: The Pines 32.5 hours term time only

Job Purpose:

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

To support pupils with a range of learning and communications needs

To manage a range of complex behaviours and sensory needs.

To work with the complex pathway learners

Key Responsibilities

Support for pupils (either individually or in groups)

- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups.
- Contribute to individual Education Plans as appropriate.
- Support pupils during learning activities.
- Promote pupils' social and emotional development.
- Contribute to the health and well-being of pupils.
- Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- Support children with ASC in all aspects of learning. for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- To be able to manage complex behaviours and follow Behaviour plans, where necessary using strategies such as de-escalation, positive handling (only when necessary)
- Deliver speech therapy programmes as written and designed by the SALT
- Support pupils to access the curriculum.
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

Support for the teacher(s)

- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities.

- Assist in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.
- Contribute to maintaining pupils' records
- Support the maintenance of pupils' safety and security.
- 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
- Undertake routine marking in line with school policy
- Provide general administrative support, for example, administer coursework, produce worksheets etc.
- Undertake joint home visits as appropriate and in line with LEA policy

Support for the school

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

Support for the curriculum

- Support the use of information and communication technology in the classroom
- Support and contribute to the use of a total communication environment

General

- 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.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings

Job Description issued by: _____ (Signature of Headteacher)

Job Description agreed by: _____ (Signature of TA)

Date: _____