
Job Description – Teaching Assistant Level 3 (Grade 6)

Main activities

- Working with school systems to safeguard children
- Promoting good progress in continuous provision, phonics and early reading as appropriate
- Developing positive relationships with children, staff and parents
- Contributing to a supportive and nurturing learning environment
- Supporting teaching and learning of individuals, groups and whole class
- Supporting children with SEND, behaviour, medical and / or health needs
- Contributing to and evaluating children's action plans linked to SEND and / or behaviour
- Using positive behaviour management strategies and restorative conversations consistently
- Implementing and adapting learning activities / specific programmes for individuals and groups
- Providing immediate and purposeful feedback to children and teachers to support learning
- Monitoring and recording pupil progress, including formal assessments
- Using ICT effectively to support teaching and learning
- Creating relevant classroom resources to support teaching and learning
- Following appropriate training, supporting children's medical / health needs
- Providing cover when class teachers are absent or attending CPD
- Administering First Aid, when trained, to pupils following school procedures
- Providing intimate care to pupils in a respectful way
- At all times, following the school's confidentiality, safeguarding and health & safety policies and procedures
- Work closely with the headteacher, SENDCo and / or inclusion leader to support unmet needs, for example, attendance, parenting support, school avoidance etc
- Lead on an area of the school, for example, first aid, displays, library
- Having a flexible, positive and hardworking attitude to work
- Using your initiative, work independently to prioritise and complete tasks
- Working effectively and collaboratively with others in different teams
- Maintaining high levels of integrity and confidentiality
- Sharing best practice with others

Continuing Professional Development

- Identifying and attending relevant CPD and implement relevant strategies
- Responding positively to, and implementing as necessary, any feedback from colleagues

Other

- Commitment to take an active part in the wider life of the school, including clubs and PSFA events
- Willing to share personal skills and talents with the school
- Commitment to welfare and other roles depending on the needs of the school
- Excellent health, attendance and punctuality
- Neat, tidy and professional appearance

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- This school is committed to **safeguarding** and protecting the welfare of all children and young people and expects all adults in school to share this commitment.
 - We are committed to achieving **equal opportunities** in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
 - All employees have a responsibility for their own **health and safety** and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
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Job descriptions will be reviewed at least annually and modified depending on the needs of the school.

Reviewed: RS March 2025