

## Grade Profile – Teaching Assistant - Level 3

POST TITLE:	Teaching Assistant
GRADE:	6
CAR USER:	N/A
LOCATION:	Fulwood & Cadley Primary School
RESPONSIBLE TO:	Headteacher
STAFF RESPONSIBLE FOR:	N/A

### Job Purpose:

Under the general supervision and direction of the class teacher and SENCO, the SEND Teaching Assistant will provide 1:1 and small group support for pupil with Special Educational Needs and Disabilities (SEND) who holds an Education, Health and Care Plan (EHCP.) The role involves implementing tailored learning activities, monitoring pupil progress and supporting their social, emotional and developmental needs. The post holder will establish positive relationships with pupils, parents, carers, and external agencies to ensure the best possible educational outcomes.

In addition to the following duties, the post holder may be required to undertake any responsibilities normally associated with a lower-graded Teaching Assistant role.

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### Key Responsibilities:

#### Support for Pupils

- Provide dedicated 1:1 & small group support for pupils with SEND, following Individual Education Plans (IEPs) and EHCPs.
- Implement structured learning activities tailored to the individual needs of pupils.
- Assist in developing and reviewing personalised learning targets.
- Support pupils' personal, social and emotional well-being promoting independence and confidence.
- Implement specific interventions as directed by the SENCO or external professionals.
- Assist with the development of key life skills.
- Implement emotional regulation strategies.
- Assist with physical and medical needs, where appropriate, following relevant training.

#### Support for the Teacher

- Monitor and record pupil progress, providing feedback to the class teacher and SENCO.
- Prepare and adapt resources to support individual learning needs.
- Assist in classroom organisation to create an inclusive learning environment.
- Support the management of classroom behaviour.
- Assist in administrative tasks, including record keeping and assessment documentation.
- Liaise with external professionals, including therapists and educational psychologists, to support pupil needs.
- Provide occasional short-term cover in the absence of the class teacher.

## Support for the School

- Contribute to the inclusive school ethos where all pupils feel safe, valued & supported.
- Work collaboratively with parents, carers and outside agencies to support pupil progress.
- Follow school policies, particularly those related to safeguarding, SEND, and behaviour management.
- Attend training and professional sessions as required.
- Maintain confidentiality regarding pupil information.

## Support for the Curriculum

- Support the delivery of learning programmes that meet the needs of pupils with SEND.
  - Assist in the use of ICT and assistive technology to support pupil learning.
  - Support pupils in accessing a broad and balanced curriculum, including outdoor learning activities.
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## General Responsibilities

- Equal Opportunities: Promote equality, diversity, and inclusion in line with school policy.
- Health and Safety: Maintain a safe working environment and comply with school policies.
- Safeguarding Commitment: This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Attendance: A commitment to regular attendance is essential, as it enhances the service delivered by the school and ensures continuity in pupil support.

Note: Additional duties at the same responsibility level may be assigned as required.