

Lancashire County Council

JOB DESCRIPTION	
POST TITLE:	Teaching Assistant 3
GRADE:	Grade 6 SCP 11-19
LOCATION:	The Loyne Specialist School and Grizedale Centre
RESPONSIBLE TO:	The Headteacher and Senior Leadership Team working under the direction of the Class Teacher
STAFF RESPONSIBLE FOR:	Teaching Assistant Level 1 and 2 and direction of Welfare Staff where appropriate and required.
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>To work with the Teacher/Grizedale Centre Manager in a collaborative way, in meeting the personal, social and curriculum / lifelong learning related needs of pupils / young adults, with special educational needs and disabilities (SEND).</p> <p>To establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies.</p> <p>Assist with the planning, delivery and evaluation of the curriculum / provision and its differentiation amongst pupils / young adults.</p> <p>To line manage, under the leadership of the Class Teacher / Centre Manager, the Teaching Assistants (Level 1 and Level 2) and Welfare Assistants, within your class team and to ensure they are fulfilling the roles and responsibilities of their job description.</p> <p>To undertake cover of class as part of a planned approach to the timetable / provision which will include planned PPA.</p> <p>Expected to:</p> <ul style="list-style-type: none"> - plan and implement teaching and / or lifelong learning activities to individuals and groups after careful assessment of need. - Seek and provide Evidence for Learning (EfL and Learning Files) and contribute to assessment an accreditation files. - to undertake supervisory cover for classes / community based activities as appropriate. 	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Learning Assistant post.</p>	

Support for Pupils/young people

- To work collaboratively with the Teacher / Grizedale Centre Manager in the planning, development, delivery and evaluation of the effectiveness of the curriculum / provision for pupil(s) / young adults and to differentiate curriculum / provision content according to the needs of pupil(s) / young adults.
- To plan and implement specific programmes with individual pupils / young adults or groups appropriate to the developmental needs of individual throughout different curriculum / provision areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s) / young adults.
- To assist in the devising of pupils'/young adult's individual learning and their monitoring and review (where necessary in Grizedale).
- To support pupils and young adults as part of a planned inclusion programme.
- To develop positive relationships with pupils / young adults and staff to assist progress and attainment.
- To monitor and record progress on a regular basis and to prepare reports as required.
- To assist in the specific medical/care needs when specific training has been undertaken.
- To be aware of all medical conditions and needs of pupils / young adults and to seek the advice for the Health Needs Manager or Senior Leadership Team should the pupils' /young adult's condition give rise for concern.
- To be vigilant in the detection and reporting of any signs of abuse or neglect and to be constantly alert for those who may be at risk.
- To ensure all issues relating to pupils / young adults are recorded accurately on CPOMS and the support is offered to colleagues you line manage.
- To care for sick pupils / young people and those suffering from minor injury within their group and escort them home, if the Headteacher / Senior Leadership Team / Grizedale Manager considers this necessary or practical.

Support for the Teacher / Grizedale Centre Manager

- To monitor individual progress and to report on needs, achievements and concerns.
- To assist in supervision and the support of behaviour at all times.
- To undertake administrative tasks as required.
- To provide ideas, resources and learning strategies for lessons / community based activities
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for off-site learning activities, for example, pupil / young person work experience.
- Undertake marking of pupils work and recording of achievement.
- Assist in the supervision of children / young people on trips/visits.
- To deputise for the Class Teacher / Centre Manager when necessary and represent school / Grizedale in a knowledgeable and professional manner.

- To liaise with the Class Teacher in implementing and resourcing Home / Blended Learning opportunities / activities and provide feedback when necessary.

Support for the School / Grizedale

- To assist in providing a purposeful, orderly and supportive environment for life-long learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school / Grizedale policies and and to adhere to guidelines at all times.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the appropriate person with regard to the ordering of supplies and equipment.
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of all issues relating to work at The Loyne School and Grizedale Centre.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes / Grizedale.
- To assist on community visits or organised activities, swimming or hydrotherapy sessions and where appropriate going into water with the pupils / young people.
- To participate in appropriate training to drive the The Loyne School / Grizedale minibus and be willing to drive as required.
- To work with the line manager to facilitate and lead Zoom sessions for pupils / young people.

Support for the Curriculum/Life Long Learning provision

- To be familiar with the content of the school curriculum / purpose of Grizedale.
- To assist in the delivery of appropriate programmes of work / community and lifelong learning provision.
- To support the use of ICT in learning activities including Blended Learning and virtual learning

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

V3
September 2025
Employee Signed_____
Employee Name_____