



**POST:** Part Time Teaching Assistant Level 3

**PURPOSE OF POST:**

- To provide support to the Headteacher and teachers across a range of child centered activities which promote child development and learning.
- To work with teachers to support teaching and learning in all aspects of the curriculum, age range or additional needs.
- To work with individuals or groups of children as directed by teachers.
- Providing learning support to children who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and / or behavioral, social, communication, sensory or physical disabilities.
- To take personal responsibility for specific tasks, children or people as delegated by teachers or the Head teacher, including the training and assessment of students.

**AREAS OF RESPONSIBILITY AND KEY TASKS – TO:**

1. Promote and actively support the values of the school.
2. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
3. Provide a secure, caring and enriching environment for all the children.
4. Model and exercise high quality care and education for all children during the school day.
5. Promote children's self-esteem and inclusion through supporting the independent learning and inclusion of all children as required.
6. Act in accordance with the schools policies and procedures and relevant legislation particularly in relation to child protection and behaviour management.
7. Contribute and support colleagues with the planning and preparation of all learning areas, activities (inside and outside), group times and visits.
8. Continually develop and adapt a high-quality learning environment to meet the ever-changing needs of our children
9. Contribute to and support colleagues in the development, planning, implementation and evaluation of learning programmes for individuals and groups of children.
10. Provide learning activities for individuals and groups of children under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated children.
11. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
12. Observe, assess, record and report on the development, progress and attainment of children as agreed with the teacher.
13. Monitor and record child responses and learning achievements, drawing any problems

which cannot be resolved to the attention of the teacher.

14. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
15. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
16. Support children in social and emotional well-being, assist in resolving behavioural and emotional problems and reporting issues to the teacher as appropriate.
17. Be involved in planning, organising and implementing individual development plans for children (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
18. Work with children on therapy or care programmes, designed and supervised by a therapist/care professional.
19. Attend to children's personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
20. Physically assist children in activities (may involve lifting, where mobility is an issue) and undertake moving and handling activities as required.
21. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
22. Support children's personal hygiene which will include changing nappies, toilet training and changing wet/ dirty clothes.
23. Arrange for first aid to be given, comfort sick children and accompany children to hospital, home or clinic if appropriate.
24. Maintain and develop good working relationships with parents and other adults involved with the child.
25. Help organise and participate in meetings and share information about children with other staff, parents / carers, internal and external agencies, as appropriate.
26. Help organise and participate in the provision of after school clubs including taking registers, co-ordinating parents / carers, as appropriate
27. Support the work of volunteers and other teaching assistants in the classroom.
28. Lead and contribute to the training and assessment of students.
29. Provide short term cover supervision of classes.
30. Participate in and contribute to staff meetings and INSET as required.
31. Participate in the development and delivery of national and local initiatives.
32. Continue own professional development in line with school improvement priorities and personal professional needs.
33. Take on any additional responsibilities which might from time to time be determined.

*This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.*