



## JOB DESCRIPTION – Teaching Assistant

**Employee Name:**

**Date:**

**Job Title:** Teaching Assistant Level 3

**Grade:** GR3

**The job description has been extracted from the Birmingham City Council Human Resources Portal.**

**Hours:**

32.5 hours per week - (To include INSET per week).

**1.0 JOB PURPOSE:**

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|------------|--|
| <b>1.1</b> | This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities. |
| <b>1.2</b> | To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.              |

**2.0 DUTIES AND RESPONSIBILITIES:**

**Support for pupils (either individually or in groups)**

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|-------------|---|
| <b>2.1</b>  | Support the activities of individuals or groups.  |
| <b>2.2</b>  | Establish and maintain relationships with individual pupils and groups.   |
| <b>2.3</b>  | Contribute to individual Education Plans as appropriate.  |
| <b>2.4</b>  | Support pupils during learning activities.  |
| <b>2.5</b>  | Promote pupils' social and emotional development.   |
| <b>2.6</b>  | Contribute to the health and well being of pupils.  |
| <b>2.7</b>  | Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).  |
| <b>2.8</b>  | Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties. |
| <b>2.9</b>  | Support pupils with literacy and numeracy skills (Inc: Intervention groups)   |
| <b>2.10</b> | Support pupils to access the curriculum.  |
| <b>2.11</b> | Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority   |

**Support for the teacher (s)**

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|-------------|---|
| <b>2.12</b> | Observe and report on pupil performance to teachers.  |
| <b>2.13</b> | Contribute to the planning, review and evaluation of learning activities.                           |
| <b>2.14</b> | Assist in preparing and maintaining the learning environment.                                       |
| <b>2.15</b> | Contribute to the management of pupils' behavior in class and around school.                        |
| <b>2.16</b> | Contribute to maintaining pupils' records (SEN records / Class records).                            |
| <b>2.17</b> | Support the maintenance of pupils' safety and security.   |
| <b>2.18</b> | Undertake routine marking in line with school policy  |
| <b>2.19</b> | Provide general administrative support, for example, administer coursework, produce worksheets etc. |

**Support for the school**

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|-------------|--|
| <b>2.20</b> | Support the development and effectiveness of team work within the school environment |
| <b>2.21</b> | Develop and maintain working relationships with other professionals                  |



	<b>2.22</b>	Liaise with parents as appropriate
	<b>2.23</b>	Review and develop own professional practice – through CPD
	<b>2.24</b>	Work as required across the curriculum and in all Key Stages within the school in accordance with the job
<b><u>Support for the curriculum</u></b>		
	<b>2.25</b>	Support the use of information and communication technology in the classroom
<b><u>To Adhere to the ethos of the school</u></b>		
	<b>2.26</b>	To promote the agreed vision and aims of the school
	<b>2.27</b>	To set an example of personal integrity and professionalism
	<b>2.28</b>	Attendance at appropriate staff meetings and parents evenings
	<b>2.29</b>	Any other duties as commensurate within the grade in order to ensure the smooth running of the school
<b><u>Performance Management</u></b>		
	<b>2.30</b>	To participate in appropriate professional development. Adhere to the principle of performance management and collect evidence to support the scoring of their objectives.
<b><u>Safeguarding and Data Protection</u></b>		
	<b>2.31</b>	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.
	<b>2.32</b>	Adhere to the schools data protection policy
	<b>2.33</b>	Ensure sensitive or confidential information concerning pupils, parents, staff and school business are not discussed inappropriately or with unauthorized people.
<b><u>Health &amp; Safety</u></b>		
	<b>2.34</b>	To ensure their tasks are carried out with due regard to Health & Safety
<b><u>Review and Amendment</u></b>		
<ul style="list-style-type: none"> <li>This job description is subject to annual review (March 2015).</li> <li>It may be amended at the request of the Head Teacher or the employee, but only after full consultation with the post holder. It will be signed upon agreement.</li> </ul>		
<b><i>Job Description issued by the Headteacher</i></b>		
Signed: _____		Headteacher Date: _____
Signed: _____		Post Holder Date: _____