



## Job Description Job Title: Teaching Assistant Level 3

<b>Accountable to:</b>	SENCO	<b>Line Managing:</b>	N/A
<b>Post type:</b>	Part Time 32.5 hours per week (39 weeks, term time only plus teacher training days)	<b>Salary/Grade:</b>	Band H SCP:14-17
<b>Liaising with:</b>	Teaching staff, Parents/Carers.		

### Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

### Broad Description

- Working under the overall supervision of the responsible teacher, to raise the learning and attainment of students, promote students' independence, self-esteem and social inclusion. Giving support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.

### Tasks and Responsibilities

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

#### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role



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- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

## **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## **Continuing Professional development**

- Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Additional Duties**

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Undertake any other duties as reasonably required by the Headteacher

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### **Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*