



JOB DESCRIPTION

TEACHING ASSISTANT GRADE 3

General Description of Post

Teaching Assistants Grade 3 are appointed to work as part of a team within the School and to take a leading role in key aspects within a phase group and/or to take responsibility for the organisation and management of specific educational programmes as required.

Qualifications Required

The postholder must possess a recognised qualification (identified by school), and demonstrate a high level of training and professional development relevant to the responsibilities of the post.

Duties

The Senior Teaching Assistant will be a member of a multi-disciplinary team, under the leadership of other senior staff. Under the agreed educational plan, the postholder will work to a level reflected by the grade of the post.

Support the Pupil by:

1. Undertaking activities with either individuals or groups of children to ensure their safety and facilitate their physical emotional and educational development.
2. Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
3. Working to establish a supportive relationship with the children and parents concerned
4. Encouraging acceptance and inclusion of the child with special needs
5. Promoting and reinforcing the child's self esteem

Support the Teacher by:

1. Monitoring individual children's needs and report this to their designated supervisor as appropriate
2. Assist class teachers' in curriculum planning and assessment of children's progress
3. Keep such records of the children's development as are required by the school
4. Assisting teaching staff in the planning of work programmes for individuals and groups of children
5. Assisting the teaching staff in the smooth transition between educational phases

Support the School by:

1. Being aware of schools policies and procedures
2. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
3. Play a leading role in a designated phase within the school and/or take responsibility for the organisation and management of specific educational programme/s pertinent to the school

Support the Curriculum by:

1. Undertaking the curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined

Health and Safety

The post holder shall ensure that the duties of the post are undertaken with due regard to Cuckoo Hall Primary School's' Health and Safety Policy' and to their personal responsibilities under the provision of the 'Health and Safety at Work Act 1974' and all other relevant subordinate legislation. Copies of these are available in the school office.

This job description will be evaluated annually as part of the school's performance management procedures

Signed postholder _____ **date** _____

Signed headteacher _____ **date** _____