St Giles' CE Primary School

Job Description

Date: July 2025

Review Date: July 2027

Teaching Assistant – Level 3 SEN

GRADE: 6

SALARY RANGE: Spinal Pts. 8-11 £14.36 - £15.07

HOURS: 27.5

GENERAL INFORMATION

Work under the guidance of the teaching staff and nominated teaching assistants and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas, and those who need particular help to overcome barriers to learning. Assistance will be provided to teachers over the whole planning cycle, and with the management and preparation of equipment and resources. In addition, the professional work of teachers will be complemented by taking responsibility for specific learning activities under an agreed system of supervision. Staff may also occasionally supervise whole classes during the short-term absence of teachers, the primary focus being to maintain good order and keep pupils on task by responding to questions and assisting pupils to undertake set activities

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Support for Pupils

a) Attend to pupils' personal needs, and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes / strategies.

b) Supervise and support pupils, including those with special needs and those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.

c) Establish constructive relationships with pupils and interact with them according to individual needs.

d) Promote the inclusion and acceptance of all pupils.

e) Encourage pupils to interact and work co-operatively with others, and engage in learning activities.

f) Set challenging and demanding expectations and promote self – esteem and independence.

g) Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

h) Use specialist skills / training / experience to support pupils.

i) Provide pastoral support to pupils, and assist in their social, health, and hygiene development.

j) Develop 1 : 1 mentoring arrangements with pupils, and provide support for distressed pupils.

k) Promote the speedy / effective transfer of pupils across phases / integration of those who have been absent.

l) Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance.

2. Support for the Teacher

a) Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.

b) Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

c) Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.

d) Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.

e) Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.

f) Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

g) Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested.

h) Administer and assess routine tests, invigilate exams, undertake routine marking of pupils' work, and accurately record achievement / progress.

i) Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

j) Establish constructive relationships with parents / carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.

k) Provide general clerical / admin. support eg. dealing with correspondence, analysing data on attendance / exclusions etc. administering coursework, producing worksheets for agreed activities, photocopying, typing, filing etc.

l) Assist in the development, implementation, and monitoring of systems related to attendance and integration.

m) Liaise with feeder schools and other relevant bodies to gather pupil information.

n) Contribute to the development and implementation of appropriate behaviour management strategies.

3. Support for the Curriculum

a) Support pupils in understanding instructions.

b) Implement structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.

c) Implement local and national learning strategies eg. literacy, numeracy, as directed by the teachers.

d) Support pupils in using ICT, and develop pupils' competence and independence in its use.

e) Determine the need for, prepare and maintain equipment / resources as directed by the teacher, and assist pupils in their use.

f) Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.

g) Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

4. Support for the School

a) Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

b) Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.

c) Contribute to the overall ethos / work / aims of the school.

d) To maintain constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils.

e) Attend and participate in relevant meetings as required.

f) Participate in training and other learning activities and performance development as required.

g) Recognise own strengths and areas of expertise, and use these to advise and support others.

h) Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

i) Implement planned supervision of pupils out of school hours.

j) Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

5. Agreement

I, the undersigned, acknowledge that I have received the job description, that I understand the contents and that by signing, I agree to them.

Signed: …….. Date: ……..
(Post holder)

Signed: …….. Date: ……..
(Headteacher)

Person Specification

Job Title: Teaching Assistant – Level 3 **School: St. Giles' C.E. Primary School**

Attributes	Essential (✓)	Desirable (✓)	Method used to gather information *(A – Application form I – Interview T – Test P – Presentation)*
Qualifications			
5 G.C.S.E. or equivalent, including Maths and English		✓	
Teaching Assistant Induction Training	✓		
Teaching Assistant NVQ Level 3 or have completed training of a similar standard	✓		
First Aid qualification		✓	
Work or relevant experience			
Experience of working with children with Behaviour and Attachments Needs	✓		
At least 2 years relevant experience working in an educational setting	✓		
Some experience of classroom administration support	✓		
Ability to plan and organise effectively	✓		

Knowledge and understanding			
A good knowledge of school based education including child development	✓		
An understanding of the National Curriculum		✓	
Skills and Abilities (relevant to post)			
Good communication skills and ability to relate well to children, staff and parents	✓		
Evidence of working well as part of a team	✓		
ICT and the willingness to update skills and undertake further training	✓		
Personal Qualities			
Ability to bring to the role, initiative, enthusiasm and commitment	✓		
Flexibility and reliability	✓		
Willingness to develop skills with further training	✓		