

## BRACKNELL FOREST COUNCIL

### JOB DESCRIPTION

Job Title: Teaching Assistant Level 3	Section/Location:
School: Jennett's Park CE Primary	Grade/Salary Range: Grade I 6-9
TL3	Working Pattern: 12- 6pm

#### JOB PURPOSE

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs. To provide Deputy support in Afterschool club.

#### DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Responsible to the class teacher and senior staff in EYFS and to Afterschool lead in Wraparound.

#### MAIN DUTIES AND RESPONSIBILITIES

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
- Assess, record and report on development, progress and attainment as agreed with the teacher
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants in this role are expected to undertake at least one of the following:
  - Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
  - Provide specialist support to pupils where English is not their first language
  - Provide specialist support to gifted and talented pupils
  - Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
- Such other duties as may from time to time be necessary, compatible with the nature of the post.
- Teaching Assistants in this role may also:
  - Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
  - Provide short term cover supervision of classes<sup>1</sup>
  - Supervise the work of other support staff/trainees
  - Be responsible for the preparation, maintenance and control of stocks of materials and resources
  - Invigilate exams and tests
  - Escort and supervise pupils on educational and out of school activities
  - Guide and support pupils in their personal, emotional and social development

<sup>1</sup> Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.

- Prepare and present displays
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
- Work with pupils not working to the normal timetable.

**SCOPE OF JOB (Budgetary/Resource Control, Impact)**

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.