

**Stanley Crook Primary School**  
**Teaching Assistant 3 Enhanced Job Description**

**Job Purpose**

To work with teachers to support teaching and learning, and sometimes to lead. To provide specialist support to the teacher across aspects of the curriculum, age range or additional needs.

**These are the main duties and responsibilities needed to achieve the job purpose. Concentrate on outputs rather than tasks and use bullet points:**

Key duties:

1. Provide learning activities for individuals/groups and sometimes classes of pupils and also under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Teaching Assistants in this role are expected to undertake at least one of the following:
  - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
  - b. Provide specialist support to pupils where English is not their first language
  - c. Provide specialist support to gifted and talented pupils
  - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
  - e. Provide short term cover supervision of classes including PPA time

Teaching Assistants in this role may also:

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
2. Supervise the work of other support staff/trainees

3. Be responsible for the preparation, maintenance and control of stocks of materials and resources
4. Invigilate exams and tests
5. Escort and supervise pupils on educational and out of school activities
6. Guide and support pupils in their personal, emotional and social development
7. Prepare and present displays
8. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
9. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
10. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
11. Work with pupils not working to the normal timetable.
12. Monitor and manage stock and supplies for the classroom.

#### **Indicative knowledge, skills and experience**

- Working at the national occupational standards (NOS) in Supporting Teaching and Learning reflected in the mandatory and relevant optional units of the level 3 NVQ and Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework.
- Demonstrate specialist skills relevant to their role in 7(a-e) above.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.