



## JOB DESCRIPTION October 2023

Ward End Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for Enhanced Disclosure from the Disclosure and Barring Service. Observance of the City Council's Equal Opportunities policy will be required

POST TITLE: LEVEL 3 TEACHING ASSISTANT

GRADE: GRADE 3

WORKING TIME: TTO – 32.5 HOURS PER WEEK

### 1. Values and Behaviour

Our School Values and Mission

**Ward End Primary is a Reading School.**

**We are Global Citizens within a World Class School.**

**We have high standards of attendance and punctuality.**

**Family, community and character education are at the heart of all we do.**

**Our pupils are well prepared for Key Stage 3 and beyond.**

### **Job Purpose**

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate in line with the vision and ethos of the Ward End primary school.

### **2. DUTIES & RESPONSIBILITIES**

#### **Support for pupils (either individually or in groups)**

1. Support the activities of individuals or groups (normally up to 8)
2. Establish and maintain relationships with individual pupils and groups
3. Contribute to Individual Education Plans as appropriate
4. Support pupils during learning activities
5. Promote pupils' social and emotional development
6. Contribute to the health and well-being of pupils
7. Provide support for bilingual pupils (where appropriate to the focus of the role)
8. Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
9. Support pupils with literacy and numeracy skills
10. Support pupils to access the curriculum

## **Support for the Teacher(s)**

1. Observe and report on pupil performance
2. Contribute to the planning and evaluation of learning activities
3. Assist in preparing and maintaining the learning environment
4. Contribute to the management of pupils' behaviour
5. Contribute to maintaining pupils' records
6. Support the maintenance of pupils' safety and security
7. Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
8. Provide general administrative support, for example, administer coursework, produce worksheets etc.
9. Undertake more complex marking of pupils' work in line with school policy
10. Undertake joint home visits as appropriate and in line with LEA policy.

## **Support for the school**

1. Support the development and effectiveness of team work within the school environment
2. Develop and maintain working relationships with other professionals
3. Liaise with parents as appropriate
4. Review and develop own professional practice

## **Support for the curriculum**

Support the use of information and communication technology in the classroom

## **3. OTHER RESPONSIBILITIES**

- Qualification required – Essential – NVQ level 3 or equivalent
- Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development needs of the member of staff.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- To set an example of personal integrity and professionalism
- To implement the agreed vision and aims of the school
- To follow all agreed school policies and procedures
- To undertake appropriate professional development including adhering to the schools policy regarding performance management

## **4. SUPERVISION RECEIVED**

3.1 Line Manager's job title:

3.2 Level of supervision – left to work within established guidelines subject to scrutiny by line manager

**Signatures:**

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed \_\_\_\_\_ Employee

Signed \_\_\_\_\_ Line Manager

Dated \_\_\_\_\_

Dated \_\_\_\_\_