

Job Description

Post: Primary Teaching Assistant L3

Purpose

To challenge educational and social disadvantage by supporting the class teacher in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Support the class teacher to plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Support the learning of students in lessons as directed by the class teacher, including small group teaching and full class cover.
- Facilitate the exceptional progress and well-being of any individual or group of students; provide guidance and advice to students on educational and social matters.
- Promote and maintain discipline in accordance with the rules and behaviour policy of the academy.
- Use formative assessment to adapt teaching and the work of students to make sure that learning is proceeding in the right direction and to support that learning.
- Communicate effectively with the class teacher/s and SENDCo to share students' learning.
- Support students during playtime and lunchtime in the playground.
- Contribute towards and maintain high quality displays and an engaging learning environment.
- Support with the management of learning resources, including auditing, replenishing and reordering.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Provide first aid and support students with medical needs, including maintenance of relevant records and first aid boxes.
- Provide intimate care (including toileting, as required) in accordance with academy policies and procedures.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.