Archbishop Temple
Church of England High School

JOB DESCRIPTION	
JOB TITLE:	**Teaching Assistant 3**
GRADE:	**Grade 6 SCP 11-19**
RESPONSIBLE TO:	**Assistant Headteacher - SENCO**

JOB PURPOSE:

Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst pupils. Would be expected to:

- plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.
- establish supportive and constructive relationships with pupils, parents, carers and the wider community

Main Duties and Responsibilities

Support for Pupils:

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and record pupil progress on a regular basis and to prepare reports as required.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken. In a special school, this may include complex medical needs.

Support for the Teacher:

- To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, pupil work experience.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the school's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary, within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

General

- To attend school events as required.
- To participate in school emergencies as required, including locating students and staff, contacting
- To attend relevant meetings and training sessions.
- To undertake first aid training and responsibilities as required.
- To undertake training as appropriate.
- To fully participate in the School's appraisal scheme where appropriate.
- To keep up to date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.

Agreed by …….

Date: October 2026