**Boldmere Infant and Nursery School**

## Job Description

## Teaching Assistant – Level 3 (Grade GR3 SP 9)

**Responsible to:** Classteacher

**Hours of Work:** 32.5 hours/week Term Time Only (6.5 hours per day)

1. **Purpose of Job**
   To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

2. **Support for Pupils (either individually or in groups)**
   - Support the activities of individuals or groups of children
   - Establish and maintain relationships with individual pupils and groups
   - Support pupils during learning activities
   - Promote pupils' social and emotional development
   - Contribute to the health and well-being of pupils
   - Provide support for bilingual/multi-lingual pupils (where appropriate to the focus of the role)
   - 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
   - Support pupils with literacy and numeracy skills
   - Support pupils to access the curriculum
   - Deal with the personal care needs of children where appropriate

3. **Support for Teacher**
   - Observe and report on pupil performance
   - Contribute to the planning and evaluation of learning activities
   - Contribute to One Page Profiles as appropriate
   - Assist in preparing and maintaining the learning environment
   - Contribute to the management of pupils' behaviour
   - Contribute to maintaining pupils' records and online journals/assessments
   - Support the maintenance of pupils' safety and security
   - 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
   - Undertake routine marking in line with school policy
   - Provide general administrative support e.g. photocopying, collecting money, producing worksheets, uploading evidence to online journals

4. **Support for School**
   - Support the development and effectiveness of team work within the school environment
   - Provide support to colleagues
   - Develop and maintain working relationships with other professionals
   - Review and develop own professional practice
   - Liaise with parents as appropriate

5. **Support for the Curriculum**
   Support the use of Information and Communication Technology in the classroom

6. **Qualifications**
   NVQ Level 3 or equivalent – essential.

7. **Level of Supervision**
   Left to work within established guidelines subject to scrutiny by line manager.

8. **Additional Information**
   - Work may be required across the curriculum and in both Early Years and Key Stage 1 within the school as appropriate to training and experience
   - All individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with
   - All tasks must be carried out with due regard to health and safety
   - All individuals may be required to participate in appropriate professional development
   - All individuals are required to adhere to the ethos of the school:
     - promoting the agreed vision and aims of the school
     - setting an example of personal integrity and professionalism
   - Attendance may be required at staff meetings and parents' evenings
   - Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school
   - Observance of The Federation of Boldmere Schools Equal Opportunities policy will be required

May 2023