

SVT Teaching Assistant 3 Grade D

Role Title	Typically reports to
Sea View Trust Teaching Assistant 3 Blackpool Grade D	Class Teacher/ Senior Support Staff
Information sources	Date of profile
Agreed by School Working Party	(Reviewed 01.04.2021)
Purpose of the role (job statement)	
To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Provide learning activities for individuals and groups of pupils 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. Contribute to planning learning activities with the teacher, writing evaluations as required; 5. Communication with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary; 6. Select and adapt appropriate resources / methods to facilitate agreed learning activities; 7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment; 8. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate; 9. Teaching Assistants in this role are expected to undertake at least one of the following: <ol style="list-style-type: none"> 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). 10. Maintain confidentiality and adhere to safeguarding procedures; 11. Demonstrate and adhere to the schools health and safety policies and procedures. <p>Teaching Assistants in this role may also:</p> <ol style="list-style-type: none"> 1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists; 2. Provide short term cover supervision of classes¹; 3. Assist with break-time supervision including facilitating games and activities; 4. Be responsible for the preparation of materials and resources; 5. Invigilate exams and tests; 6. Escort and supervise pupils on educational and out of school activities; 7. Guide and support pupils in their personal, emotional and social development; 8. Prepare and present displays; 9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas; 	

¹ Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.

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10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
11. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews;
12. Work with pupils not working to the normal timetable;
13. Demonstrate own duties to new or less experienced staff.

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Indicative knowledge, skills and experience

- Level 3 NVQ or relevant Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework;
- Demonstrate specialist skills relevant to their role in 9 (a-d) above;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.