

# Salford City Council

## JOB DESCRIPTION

**SCHOOL:** St Teresa's RC Primary School

### JOB DETAILS:

**Job Title:** Teaching Assistant - (Supporting and Delivering Learning) Level 3 in EYFS

**Grade:** Grade 2C (SCP 22 - 25) of the National Salary Scale

**Directly responsible to:** Headteacher / Class Teacher

**Supervisory responsibility for:** Other Teaching Assistants, as appropriate

**Hours of Duty:** Up to 36 per week Term Time Only + 5 Inset days

### Summary of Role:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

To be responsible for supervising the work, development and performance of level 1 and level 2 Teaching Assistants, to provide appropriate guidance and support.

### Main Duties and Responsibilities/Accountabilities:

#### Support for Pupils

1. Use specialist (curriculum/learning) skills/training/experience to support pupils.
2. Assist with the development and implementation of IEPs.
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
4. Promote the inclusion and acceptance of all pupils within the classroom.
5. Support pupils consistently whilst recognising and responding to their individual needs.
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

7. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
8. Provide feedback to pupils in relation to progress and achievement.

### **Support for the Teacher**

1. Work with the teacher to establish an appropriate learning environment.
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
6. Undertake marking of pupils' work and accurately record achievement/progress.
7. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
8. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
9. Administer and assess routine tests and invigilate exams/tests.
10. Provide general clerical/admin, support e.g. administer course work, produce worksheets for agreed activities etc.

### **Support for the Curriculum**

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
2. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
4. Help pupils to access learning activities through specialist support.
5. Determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

3. Contribute to the overall ethos/work/aims of the schools.
  4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
  5. Attend and participate in regular meetings.
  6. Participate in training and other learning activities as required.
  7. Recognise own strengths and areas of expertise and use these to advise and support others.
  8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
  9. Undertake planned supervision of pupils' out of school hours learning activities.
  10. Supervise pupils on visits, trips and out of school activities as required.
11. **Safeguarding**  
**The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.**

**Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Date Job Description prepared/revised:** January 2022

---

**Prepared by:** Mrs S Burgess

---

**Agreed by Postholder**

---

