**Teaching Assistant  
Grade 5, Level 3**

**Duties and Responsibilities:**

* Under the guidance of a teacher, manage specialist support in a specific area of the curriculum and take a lead role in addressing the needs of pupils who require help to overcome barriers to learning.
* Deliver learning programmes and support individual pupils, small groups (and whole classes during the short-term absence of teachers)
* Work with groups of children under the supervision of the teacher including the delivery of therapy and programmes of work and the implementation of ILPs
* Use specialist (curricular learning) skills/training/experience to support pupils
* Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Give regular feedback on children’s progress to the class teacher and file records
* Provide feedback to pupils in relation to progress and achievement
* Attend to children’s personal needs, including minor first aid and provide advice to assist in the pastoral, social health, physical hygiene development and welfare matters.
* To assist with the dispensing of medication in exceptional circumstances, with appropriate training and under the supervision of medical staff where necessary.
* To carry out escort duties as appropriate whenever required.
* To assist pupils in the hydrotherapy pool (where applicable), lift, dress, and providing support to the pupils with the activities in the pool.
* To support pupils on integration placement in mainstream schools or colleges and on work experience placements

**Support for Teachers**

* To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to school guidelines. This will include cleaning equipment used by pupils and ensuring its accessibility.
* To liaise with therapists, medical staff, and other personnel working with pupils as required, assisting with the coordinating and planning of programmes of work and to integrate specialist advice and practice into ILPs.
* Under the direction of the teacher prepare classroom for lessons, including display work and clear afterwards as appropriate.
* Give regular feedback on children’s progress to the class teacher and file records.
* Contribute to the planning cycle, managing and preparing resources, and evaluating and adjusting lessons/work plans as directed by the teacher.
* Be responsible for keeping and updating records, information and data, producing analysis and reports as required.
* 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.
* Undertaking marking of pupils’ work and accurately record achievement/progress.
* Administer and assess routine tests and invigilate exams.
* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
* Provide specialist advice and guidance (e.g. Art/Music) as required.
* Liaise with parents/carers, schools and establish constructive relationships and communicate with other relevant bodies to support achievement and progress of pupils (this includes attendance at parents meetings)
* Contribute to the development and implementation of appropriate behaviour management strategies.
* Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
* To provide curricular clerical/admin support eg. photocopying, making lists, collection