

## Job Description

<b>Post:</b>	Teaching Assistant – Level 3
<b>Grade:</b>	Level 3 SCP 7-11 Starting salary £12,179.70 per annum, pro rata (FTE £20,092)
<b>Location:</b>	Croft Unit, Pilgrim Pathways School, Fulbourn
<b>Start Date:</b>	As soon as possible
<b>Hours:</b>	24hrs per week over 5 days, term time only (39 wks/yr)
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Teacher in Charge

### Job Purpose:

- To work under the guidance of the teacher in charge to support teaching and learning in the classroom;
- To provide general support for teaching staff in the management and organisation of the pupils in the classroom;
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment;
- To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of the children and the young people within the Pilgrim School;
- Within the context of a positive, supportive relationship, to consistently hold high expectations of the behaviour and work output of the children and young people in the classroom.

### Accountabilities:

#### Support for the Pupils

- To deliver a program of learning and adapt to the individual pupils' learning and behavioural needs to promote meaningful progress.
- Establish and maintain supportive relationships with individual pupils in order to foster re-engagement with learning.
- To promote a positive attitude to learning by modelling this to students.
- To use a person centred approach to promote the development of self-esteem in learners
- To provide support for pupils to broaden and enrich their learning;
- To work with the teacher in charge to develop and implement IEP's.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To work with groups of children or individually and to take responsibility for their learning as directed by the class teacher;
- To support children in mixed ability groups or individually ensuring that they understand tasks and learning objectives.

#### Support for the curriculum

- Within an agreed system of supervision, to deliver learning and teaching activities and adjust these when necessary;
- To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural background;
- To assist with the development of engaging curriculum resources and to support their use in learning activities;
- Provide targeted support to enhance learning and improve attainment;

### Support for the teachers

- Within an agreed system of supervision, to work with the teacher to develop lessons, work plans and the classroom environment;
- To assess, feedback and record the achievements and progress of pupils through agreed monitoring systems;
- To support the classroom's behaviour management strategies, working with the teacher. To be proactive in managing behaviour and promote self-control, independence and re-engagement in an educational setting
- To accompany teachers and classes on educational visits;
- Support with the administrative duties of the Teacher-in-charge, including writing daily reports on both curriculum progress and pupil behaviour.
- Support in the establishment and maintaining of Learning Journals to an agreed standard.
- Support for all teaching staff in the preparation of materials.
- To keep the classroom and resources organised and display pupil's work to the highest standard;
- To undertake whole class activities, under the direction of the class teacher.
- To be responsible for management of stock levels and for maintenance/quality/safety of specialist equipment.
- To support the organisation of the physical classroom by taking responsibility for organising and tidying the space, as required.

### Liaison:

- Work as a team member to communicate with colleagues in a professional and supportive way.
- Liaise with health staff on site as directed by the Teacher in Charge.

### Professional Development:

- Regularly review the effectiveness of your educational support and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary, responding to advice and feedback from colleagues;
- Ensure that subject knowledge is adequate to teach from Foundation Stage/PLevels up to and including Key Stage 3 in English, Maths and Science;
- Within an agreed system of supervision to facilitate learning during short periods of absence for planned meetings;
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the Pilgrim School or as developed as an outcome of your appraisal.

### Other Specific Duties:

- To be aware of and comply with the policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and vision of the Pilgrim PRU;
- Work effectively as part of a team;
- To attend and participate in regular meetings and in training and other activities as required;
- To assist in the general care of the school environment
- To undertake other duties appropriate to the grading of the post as require