



Job Description - Teaching Assistant (Level 3)

Reporting to: SENCO/Head of ASPIRE

Contract: Temporary, Term Time Only.

NJC Scale 2020, Points 6-11 Pro Rata (307 or 314 days) (37hours FTE)

Job Purpose: General TA duties, including support of students in ASPIRE Academy, with other duties as directed by the SENCo/Head of Aspire.

#### Main Duties

- provide specific support to pupils dependent upon their individual needs as instructed by the SENCo, under the guidance and direction of the teacher
- provide feedback to pupils in relation to progress and achievement
- assist with the display of children's work
- in liaison with the teacher, utilise strategies to support pupils in achieving learning objectives
- report pupil achievements and progress
- administer routine tests and invigilate examinations
- promote pupil good behaviour and help enforce school policy
- attend relevant meetings as required
- accompany students on trips, visits and out of school activities
- prepare, maintain and use equipment/resources to meet lesson plans/relevant learning activity and assist pupils in their use
- teaching small group lessons independently
- any other tasks required to aid learning.

This job description may be reviewed and amended at any time after consultation with the post holder

