



Al- Furqan Primary School

Job title: Teaching Assistant Level 3

Responsible to: Assistant Headteacher, Deputy Headteacher, Headteacher and the Governing Body

Main purposes of the job:

- To uphold the Islamic ethos of Al Furqan school
- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of children including the provision of specialist skills as appropriate.

Duties and Responsibilities:

Support for pupils (either individually or in groups)

- Support the activities of individuals or groups.
- Establish and maintain relationships with individual children and groups.
- Contribute to Individual Education Plans as appropriate.
- Support children during learning activities.
- Promote children's social and emotional development.
- Contribute to the health and well-being of children.
- Provide support for bilingual/ multilingual children (where appropriate to the focus of the role).
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support children with literacy and numeracy skills.
- Support children to access the curriculum.
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority.

Support for the teacher (s)

- Observe and report on children's performance
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of children's behaviour.
- Contribute to maintaining children's records
- Support the maintenance of children's safety and security.
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
- Undertake routine marking and assessment in line with school policy
- Provide general administrative support, for example, administer coursework, produce worksheets etc.
- Undertake joint home visits as appropriate and in line with LEA policy

Support for the school

- Support the development and effectiveness of team work within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job.
- Ensure all tasks are carried out with due regard to Health and Safety
- Undertake appropriate professional development including adhering to the principle of performance management.
- Adhere to the Islamic ethos of the school
- Promote the agreed vision and aims of the school
- Set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings.

Support for the curriculum

- Support the use of information and communication technology in the classroom
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the Islamic ethos of the school:
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Note:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Job description issued on:

Signature of Headteacher:

Copy received by:

Date: