

FORT ROYAL COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION: LEAD TEACHING ASSISTANT GRADE 3 – CLASS BASED

Conditions of Service: NJC for Local Government Services
Full time, term time only (32 ½ hours)

Point Range: SCP 7-17

JOB PURPOSE

To support the ethos of the school and work collaboratively with the classroom teacher in their responsibility for the development and education of children, including those who have specific physical, emotional and educational needs and being fully involved in all stages of the assessment cycle.

OUTLINE RESPONSIBILITIES AND TASKS

In addition to those outlined at Grades 1 and 2 and under the direction of the Class Teacher:

- Line manage and organise the work all TAs in your class (in liaison with your class teacher).
- In liaison with the class teacher, you will monitor the standards and skills of the Teaching Assistants in your class; identify strengths and weakness and seek support where needed.
- You will lead the teaching and learning in your class in the absence of the teacher.
You will be class based but not in of one of the AHT phase leaders' classes. You will need to cover absences of the teacher up to a set threshold which will include weekly PPA, NQT time (when relevant) and three days per half term without additional payment. (NB this does not include cross groupings or split class activities).
Beyond this one of the grade 4 HLTAs may take over the lead although some longer term arrangements could be made with the lead TA on an acting up basis.
- You will have responsibility for a communal area or curriculum activity (e.g. for hydro pool, literacy, structured learning) this will involve leading a small team of other Teaching Assistants, ordering /making resources, checking for risks etc. This will take place in directed time, although some additional time may be provided for specific tasks.
- If requested you will lead a lunch time club.
- In the absence of the class teacher you will attend meetings and, if necessary contribute to a written report, concerning the pupils in your class to provide an account of their progress such as Annual Reviews and CIN meetings etc.
- You will, under the direction of the teacher, update class APPs and other records related to progress and learning.

QUALIFICATIONS REQUIRED (ESSENTIAL)

Level 3 or Equivalent or willingness to undertake the training in the given time frame.

SUPERVISORY RESPONSIBILITY

To act as line manager for teaching assistants within their class in liaison with the class teacher and phase HLTA.

SUPERVISION RECEIVED

Class teacher/Phase HLTA/AHT

PRINCIPAL CONTACTS

Pupils, classroom teacher, other professional groups, other teaching assistants.

Appraisals

Annual appraisal involving an evaluation of feedback from class teacher and phase HLTA, as well as self-reflection against relevant standards and your capacity to support the school priorities.