

# Teaching Assistant Level 4



Thorpe Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title: Teaching Assistant Level 4  
Grade: 9 points 30 to 34  
Purpose of Job: To provide PPA release time to teachers across the school.

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## **SPECIFIC DUTIES**

### **a) Supporting the Pupil**

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
2. Contribute to the planning and preparation of learning activities.
3. As directed by the relevant teacher, take responsibility for delivering planned curriculum activities taking into account the individual needs of all children taught.
4. Encourage and promote the inclusion and acceptance of all pupils.  
Assist with the development and implementation of individual learning programmes
5. Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
6. Provide feedback to pupils in relation to progress and achievement.
7. Undertake comprehensive assessments of pupils to determine those in need of particular assistance.

### **b) Supporting the Teacher**

1. Organise and manage appropriate learning environment and relevant resources.
2. Work with the relevant teacher in lesson planning, evaluating and adjusting plans as appropriate.
3. To mark and evaluate pupil's work daily/regularly giving written/verbal feedback against the learning objective taught and in line with the school's marking policies.
4. Provide detailed and regular feedback to the teacher on pupil achievement, progress and other matters, e.g. IEPs.
5. Contribute to behaviour management within the school taking charge of relevant situation.
6. Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.

### **c) Supporting the Curriculum**

1. Implement learning activities to pupils adjusting activities according to pupil responses/needs.
2. Implement local and national learning strategies - e.g. literacy, numeracy, early years - and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
3. Ensure other teaching assistants in the classroom effectively support children's learning.

### **d) Supporting the School**

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, dealing with/reporting concerns to an appropriate person.
2. Supervise pupils on visits and trips as required.
3. Develop and maintain effective relationships with staff, parents, carers or relevant external agencies.
4. Attend and participate in regular meetings as required.
5. To work as a proactive member of the staff team.