



## **BISHOP CHADWICK CATHOLIC EDUCATION TRUST**

### **St. Mary Magdalen's Catholic Primary School**

#### **JOB DESCRIPTION**

**POST TITLE:** Teaching Assistant

**GRADE:** 3

**RESPONSIBLE TO:** Headteacher / SLT / SENDCo

#### **Key Tasks of the Post:**

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils;

To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners.

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

#### **Duties and Responsibilities**

**Specific Duties:** The person appointed will be working with a child in EYFS/KS1 with additional needs as they move through school, but must be willing to work throughout the school if/when required.

- To work to the direction of the teacher and to support the set up of individuals' schedules and work systems.<sup>[L1]</sup><sub>[SEP]</sub>
- To support individual pupils to access the curriculum i.e. to facilitate access to lessons reinforcing the teacher's instructions in a visual format.
- To help the pupils work as independently as possible.
- To lead small group activities within a class, as directed by the teacher, to support pupils.<sup>[L1]</sup><sub>[SEP]</sub> To help in the preparation and organization of classroom

*resources including making adjustments in classroom layout.*

- *To feedback information to the Teacher in charge of the provision on any observed difficulties in understanding or skills.*<sup>[L7]</sup><sub>[SEP]</sub>
- *To contribute to discussion re: support plans.*
- *To respect the confidentiality of information relating to pupils and their families.*
- *To be willing to undertake training consistent with developing skills relevant to your duties and responsibilities.*<sup>[L7]</sup><sub>[SEP]</sub>
- *To help provide a positive ethos within the school so that pupils feel secure.*
- *To practice and promote fair and equal treatment of staff and pupils in the performance of their duties.*

### **Support for Pupils, Teachers and the Curriculum**

- Work in partnership with teachers and other professional agencies to provide effective support with learning activities;
- Awareness of and work within school policies and procedures;
- Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils;
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;
- Under the guidance of a teacher monitor, assess and record pupil progress/activities;
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;
- Support pupils with SEND needs as appropriate;
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;
- Contribute to pupils plans and reports;
- Support the work of volunteers and other teaching assistants in the classroom;
- Support the use of ICT in the curriculum;
- Work with pupils not working to the normal timetable using teacher's planning.
- Undertake pupil record keeping and maintenance of records as requested;
- Provide cover to supervise a class and/or small group on an unexpected non timetabled basis only;
- Assist in escorting and supervising pupils on educational visits and out of school activities;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant;
- Maintain a clean, safe and tidy learning environment;

- Support children's learning through play and planned learning activities;
- Support pupils in developing and implementing their own personal and social development;
- May be asked to administer medications subject to agreement and in line with school policy;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide basic first aid, if appropriate, ensuring timely referral to the health service in emergency situations;
- Monitor and manage stock and supplies for the classroom.
- Prepare and present displays
- Provide support to pupils who have communication difficulties also where English is an additional language;

### **Support for the School**

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.