

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

POST TITLE: Teaching Assistant

GRADE: Grade D Scale point 5-6

RESPONSIBLE TO: Headteacher

Overall Objectives of the Post:

Purpose of this role:

To work under the direction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Key Responsibilities

You will provide support to pupils. You will:

- Provide tailored support to pupils with SEN, individually and in small groups
- Support pupils with Education, Health and Care Plans (EHCP's) and individual targets
- Assist pupils in accessing the curriculum and adapt learning activities where necessary
- Promote the inclusion and acceptance of all pupils
- Use positive behaviour strategies to support pupils with social, emotional and mental health needs
- Support pupils' communication and interaction skills where needed

You will provide support to the teacher. You will

- Prepare classroom as directed for lessons, clear away afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin support e.g. photocopying, laminating etc.

You will provide support of the curriculum. You will:

- Support children to understand instructions
- Support pupils in respect of local and national learning strategies e.g. numeracy, literacy, KS2, early years as instructed by the teacher

- Support pupils in using ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

You will provide support for the school. You will:

- Be aware of and comply with policies and procedure relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- 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
- Assist with the supervision of pupils out of lesson times, including before and after school activities and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with training and development of fellow employees.

All employees have a responsibility of care of their own and others health

All employees must present themselves as a role model to pupils in speech, dress, behaviour and attitude

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

