

# Teaching Assistant Job Description

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| <b>Nature of Post:</b>     | Teaching Assistant   |
| <b>Accountable to:</b>     | Acting Headteacher   |
| <b>Special Conditions:</b> | Term time working only. (30 hours per week inc. lunchtime provision as directed) |

## INTRODUCTION:

At the heart of Catholic education lies the Christian vision of the human person. Through the experiences we create in school, we nurture the human wholeness of each child to be fully alive to self and others.

Our approach to learning and teaching is clearly distinctive and therefore our job descriptions too, are rooted in this vision. The Congregation for Catholic Education in the Vatican expresses this most beautifully:

*“...the teacher does not write on inanimate material but on the very spirits of human beings.”*

Because of this belief, all learning and teaching in our school has to be rooted in positive, loving relationships, recognising:

- The dignity of each individual in our community as made in the image and likeness of God, having a divine origin and an eternal destiny.
- The challenge of creating and sustaining a Catholic community with Christ at its heart and children at its centre is the responsibility of all staff and underpins all our job descriptions.
- The specific duty of all employees at all times is to support the aims and ethos of the school as set out in our school Mission Statement above.

## Propose Role:

To work under the instruction/guidance of teaching/senior staff 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. Work may be carried out in the classroom or outside the main teaching area.

Teaching assistants must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## General Responsibilities

1. To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. To establish constructive relationships with pupils and interact with them according to individual needs
4. To promote the inclusion and acceptance of all pupils
5. To encourage pupils to interact with others and engage in activities led by the teacher
6. To set challenging and demanding expectations and promote self-esteem and independence.
7. To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
8. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
9. To use strategies, in liaison with the teacher, to support pupils to achieve learning goals
10. To assist with the planning of learning activities

11. To monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
12. Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
13. To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
14. To establish constructive relationships with parents/carers
15. To administer routine tests and invigilate exams and undertake routine marking of pupils' work.
16. To provide clerical/admin. Support - photocopying, typing, filing, money, administer coursework.
17. To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
18. To undertake programmes linked to local and national learning strategies - . literacy, numeracy, early years-recording achievement and progress and feeding back to the teacher.
19. To support the use of IT in learning activities and develop pupils' competence and independence in its use.
20. To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
21. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
22. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
23. To contribute to the overall ethos/work/aims of the school.
24. To appreciate and support the role of other professionals.
25. To attend and participate in relevant meetings as required.
26. To participate in training and other learning activities and performance development as required.
27. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
28. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
29. To work under the direction of the AHT

**Holy Name is committed to safeguarding and promoting the welfare of all children, and expects our staff to share this commitment. The appointment will be subject to an enhanced DBS check.**