Teaching Assistant to support STEM Curriculum

Job Description

2023

**Key Responsibilities**

The below profile outlines the key responsibilities for Teaching Assistants supporting STEM curriculum at St. Vincent’s. This list is not exhaustive. All staff should also adhere to the professional expectations and guidelines which are outlined in the Staff Handbook, as well as keep up to date and implement the school policies and procedures. We trust our staff to use their initiative, to be flexible and to work well as part of a team: which may require them to take more or less responsibility, as appropriate.

Key responsibilities include:

* support of classroom teacher with their responsibility for the development and education of all pupils, specifically in Science, Design and Technology and Maths.
* to assist in development of pupils’ learning, the provision of care and the management of pupils’ behaviour, under the direction of teaching staff/senior colleagues.
* to work under the supervision of a teacher within all learning environments both inside and outside the classroom including field and forest settings.

**Support for Pupils**

Below is a list of examples of duties that may be carried out to support pupils at the school. This is not an exhaustive list.

* Attend to pupils’ personal needs including social, health, hygiene, welfare and first aid.
* Assist with the development of Individual Education/Behaviour Plans and Personal Care programmes.
* Supervise pupils ensuring the safety and support of their learning.
* Establish constructive relationships with pupils and interact with them according to individual needs, acting as a role model.
* Promote the inclusion and acceptance of all pupils, encouraging their interaction with others and engagement in activities.
* Encourage pupils to act independently as appropriate, setting high expectations at all times.
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

**Support for the Teacher**

Below - list of examples of duties that may be carried out to support teachers. This is not an exhaustive list.

* Create and maintain a purposeful, orderly, supportive learning environment both inside and outside the classroom base and to assist with the display of work and promotion of learning.
* Support teaching/senior staff with routine administrative duties e.g: photocopying, filing etc.
* Establish an open and transparent communication system with the teacher and be aware of pupil difficulties and progress, reporting to the teacher as appropriate.
* Use strategies in liaison with the teacher to support pupils to achieve goals.
* Support the teacher in managing pupil behaviour, dealing promptly with conflict and incidents in line with the school’s Behaviour Policy.
* Establish constructive, professional and respectful relationships with parents/ carers.
* Assist with the administration and invigilation of routine tests.

**Support for the Curriculum**

Below - examples of duties that may be carried out to support curriculum. This is not an exhaustive list.

* Assist with the implementation of activities and teaching programmes including those linked with national strategies and support pupils’ use and development of ICT.
* Prepare, maintain and use equipment/resources required to meet the lesson plans and learning, and to assist pupils in their use.

**Support for the School**

Below is a list of examples of duties that may be carried out to support the school. This is not an exhaustive list.

* Be aware of and comply with policies and procedures in line with GDPR and report all concerns to the designated person/s.
* 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 performance development activities as required.
* Assist with the organisation of school arrangements, as required.
* Assist with the supervision of pupils out of lesson times as appropriate.
* Accompany teaching staff and pupils on educational visits, trips and out of school activities and take responsibility for a group as required.
* Assist with the presentation of special events.