



St Patrick's Catholic Primary School

Teaching Assistant Job Description

Responsible To:

Head Teacher / Class Teacher

Main Purpose of the Job:

As a Teaching Assistant you are in a unique position within the school. First and foremost you will work to ensure the realisation of the mission statement of our Catholic School. Your post is a developing and changing one and you will have many responsibilities and much will be expected of you. In return you have the right to expect support from the Head, Leadership Team, Teachers and the Governing Body.

You are expected to support the education and well being of children in the school, having due regard to it's aims, remembering at all times that it is a Catholic School where all actions and relationships should be founded on Gospel values, the National Curriculum and the policies of the Governing Body. Additionally you should share in the corporate responsibility for the well being, assessment and discipline of all pupils in line with the schools policies on behaviour and health and safety.

Specific Responsibilities

Level 2

To work under the instruction and guidance of your line manager and designated class teacher 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.

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs and EAL, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with all pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage all pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve lesson objectives and success criteria.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems, etc.
- 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.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin support eg. Photocopying, typing, filing, money. Registers, administer coursework, etc.

Support for The Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies, eg, literacy, numeracy, Foundation Stage Profiles, EAL and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for The School

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall Catholic ethos, work and aims of the school.
- Appreciate and support the roles of other professionals.
- Attend and participate in 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 and at break/lunch times.
- 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 a teacher.

Experience

- Working with or caring for children of a relevant age.

Qualifications

- Good numeracy, literacy and ICT skills.
- Completion of DfES Teacher Assistant Induction Programme.

- NVQ 2 for Teaching Assistants or equivalent qualifications or experience.
- Training in the relevant learning strategies eg, literacy, numeracy, Foundation Stage Profiles, EAL, etc.
- First aid training as appropriate.

Knowledge and Skills

- Effective use of ICT to support learning.
- Use of other equipment technology - video, photocopier, etc.
- Understanding of relevant policies, codes of practice and awareness of relevant legislation.
- General understanding of the national and Foundation Stage Curriculum and other strategies.
- Basic understanding of child development and learning.
- Ability to self evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Finally you will be expected to challenge and support the Head Teacher, Leadership Team and Teachers in the smooth running of the school and to work with them to guide the school towards the fulfilment of the mission statement.

Signed (Post Holder):

Signed (Head Teacher):

Dated:

St Patrick's Catholic Primary School puts high priority on the safeguarding of its children. The successful applicant will be subject to an enhanced DBS check and other safeguarding references. Social media checks will be made prior to a candidate attending interview.