



CHRIST the KING

CATHOLIC PRIMARY SCHOOL and NURSERY
with THE ARK, a SPECIALIST RESOURCE



Teaching Assistant/ 1:1 Job Description

Post: Teaching Assistant

Responsible to: Class Teacher, SENCO, Inclusion Lead

Hours: 8:45 – 3:20pm

Duties

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job or duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and Learning

1. Assist in the educational and social development of pupils, including a child with a visual impairment, under the direction and guidance of the specialist support supervisor, class teacher, SENCO and Inclusion Lead.
2. Assist in the implementation of Individual Education Programmes and Education Health and Care Plans for students and help to monitor their progress.
3. Facilitating inclusion, both inside and outside the classroom, through the development of independence whilst ensuring safety.
4. Assist in the maintenance of student records.
5. Support students with emotional or behavioural problems and help to develop their social skills.
6. To deliver planning and resources to a child with a visual impairment.

Administrative duties

1. Support class teachers by photocopying, preparing materials, organising resources, tidying away, managing the classroom and storage spaces and undertaking such other activities, at the direction of the teacher and specialist support supervisor, as may contribute to the smooth running of the classroom.
2. Undertake other duties from time to time as directed by the Headteacher, though a Teaching Assistant may not be required to work beyond the normal contracted hours and while teaching assistants may be asked to deliver specific teaching under the direction of a teacher they will not be required to plan and prepare lessons or other teaching activities.
3. Prepare and present displays of students' work.

Standards and Quality Assurance

1. Support the aims and ethos of Christ the King Catholic Primary School as expressed in the school's Mission Statement.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend staff and team meetings held within the working day.
4. Undertake professional duties that may be reasonably assigned by the Senior Leadership Team.
5. Be proactive in matters relating to Health and Safety.
6. Be prepared to undertake such in-service training as will enable the post holder more efficiently to carry out the role and better to assist the children.

Career Development and Performance Management

The Teaching Assistant is entitled to:

1. an annual review of performance at which this job description will be reviewed;
2. access to in-service training which will enable the post holder to develop his or her skills for their own personal benefit as well as for the benefit of the school.

April 2023