

St Chad's Catholic Primary School

Job Description for Teaching Assistant

General Information

Purpose of Job

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.

Specific Duties

Support for Pupils

1. Supervise and provide particular support for pupils, ensuring their safety and access to learning activities, including 1:1 or groups
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
3. Establish constructive relationships with pupils and interact with them according to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support for Teacher

8. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
9. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
10. Assist with the planning of learning activities.

11. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
12. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
13. 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. Establish constructive relationships with parents/carers.
15. Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
16. Provide clerical/admin support, e.g. Photocopying, typing, filing, collecting money, administering coursework etc.

Support for the Curriculum

17. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
18. Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, KS1, early years recording achievement and progress and feeding back to the teacher.
19. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
20. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

21. 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. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
23. Contribute to the overall ethos/work/aims of the school.
24. Appreciate and support the role of other professionals.
25. Attend and participate in relevant meetings as required.
26. Participate in training and other learning activities and performance development as required.

27. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime when required.
28. 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. Any other additional requirements as appropriate to support this role as requested by Headteacher.

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Person Specification for Teaching Assistant

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Experience

1. Experience working with children of relevant age.

Qualifications/Training

2. Good numeracy/literacy skills.
3. At least NVQ 2 for Teaching Assistants, preferably NVQ 3, or equivalent qualification or experience.
4. Training in the relevant learning strategies, e.g. literacy
5. Training in and have experience of delivering ELSA.
6. Appropriate first aid training or a willingness to undertake relevant training.

Knowledge/Skills

7. Ability to use ICT effectively to support learning
8. Ability to use other equipment technology, e.g. photocopiers, Smartboards
9. A general understanding of national/foundation stage curriculum and other relevant learning programmes/strategies.
10. An understanding of relevant policies/codes of practice and awareness of relevant legislation.
11. A basic understanding of principles of child development and learning processes.
12. Ability to self-evaluate learning needs and actively seek learning opportunities.
13. Ability to relate well to children and adults.
14. Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
15. Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.