

St Mary's School and College

Job Description

TITLE: Teaching Assistant

ACCOUNTABLE TO: In Education: Head of Education, Principal

1. RESPONSIBILITIES:

Within the context of St Mary's Mission Statement and its Aims and Objectives, this post includes the following key responsibilities:

To take responsibility and be accountable for:

- a) To comply with legal and organisational requirements for maintaining the health, safety and security of self and others in the school and college; To be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- b) Supporting pupils and students to make progress in their learning and development by delivering and evaluating learning / behaviour programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas.
- c) To undertake education support duties and assist the class teacher / teaching staff in day to day needs of the pupils / students in their care, including pastoral needs, personal care, which may at times include intimate care and personal safety awareness (including e-safety).
- d) Maintain professional working relationships with all other staff, parents and carers.
- e) Ensuring the physical, emotional and other needs of the pupils and students are met effectively so they make good progress in their learning and development and feel safe and well cared for.
- f) Taking an active role in the preparation and maintenance of the learning environment around the school and college including displays.
- g) To take part in training activities offered by the school to further knowledge, skills and development and to participate in regular performance review cycle.

2. MAIN FUNCTIONS & PURPOSE:

DUTIES: Supporting Pupils and Students:

Under the direction of the teacher / teaching staff to:

- a) To support teaching staff in operational functions of lesson delivery through execution of clerical and administrative tasks that enable classes to operate effectively.
- b) To aid pupils and students to learn as effectively as possible both in group situations and on his/her own with individuals or small groups by, for example:
 - i. Clarifying and explaining instructions.
 - ii. Motivating and encouraging the pupil(s)/students(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils'/students' needs.
 - iii. Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.
 - iv. Using praise, commentary and assistance to encourage the pupil/student to concentrate and stay on task.
- c) Motivate and encourage pupils and students, according to their needs, to be as independent as possible.
- d) Develop appropriate and supportive relationships with pupils and students.
- e) Act as a good role model to promote positive behaviour.

Supporting the Teacher to:

- a) To monitor and evaluate pupils'/students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- b) To undertake initial assessment under the management of the teacher and to undertake invigilation

- for external exams, if appropriate.
- c) Where appropriate, modify or adapt the activities as agreed with the teacher, to achieve the intended learning outcomes.
 - d) Under the direction of the teacher, carry out and report on systematic observations of pupils/students to gather evidence of their knowledge, understanding and skills, upon which the teacher makes judgements about their stage of development.
 - e) To help make appropriate resources to support the pupils/students and to prepare work and activities in advance of the lesson (within employed hours), where possible: e.g. operating AVA equipment as required, i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks, to maintain a good standard of classroom appearance.
 - f) To establish supportive relationships with the pupils and students.
 - g) To follow behaviour management or other specific strategies as directed, consistently and effectively in line with agreed policy.
 - h) To give the pupil(s)/student(s) feedback on achievements in order to reinforce and develop self-reliance and self-esteem.
 - i) To provide general clerical/administrative support e.g. administer coursework, produce worksheets / materials for agreed activities etc. using ICT, where appropriate.
 - j) Where appropriate, to know and apply positive handling techniques used within the school behaviour management systems.
 - k) To carry out the above duties in accordance with the Academy Trust's Equal Opportunities Policy.

3. ADDITIONAL DUTIES:

- a) Be available to participate in functions and duties out of hours occasionally as required, with prior notice where possible.
- b) Be compliant with the Trust's Code of Conduct and abide by the Trust's policies and procedures at all times
- c) To learn and use Sign Supported English (SSE) and/or Signed English as appropriate to the needs of the pupils and students.

This Job Description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

St Mary's School and College Person Specification

TITLE: Teaching Assistant

	Essential	Desirable	
Qualifications			
Maths and English GCSE grade C or above (or working towards, or has significant relevant experience)	X		A
Other qualification: First Aid/ Signing/ Food Hygiene		X	A
Experience			
Relevant experience in Education or Residential setting		X	A/I/R
Relevant experience or interest in and knowledge of working with children with special needs		X	
Knowledge & Skills			
Ability to work both independently using initiative and in a team alongside pupils and students			
Awareness of Health and Safety requirements	X		I
Excellent communication skills both written and oral	X		A/I
Good ICT skills	X		I
Awareness of child protection and safeguarding procedures	X		
Special Requirements			
Excellent interpersonal skills	X		I
The ability to manage time demands and ensure deadlines and priorities are met	X		I/R
Outstanding organisational and planning skills which show attention to detail	X		I
Demonstrate the ability to recognise and respond to the needs of pupils and students.	X		I/R
Ability to analyse situations, plan effectively and inspire others		X	I
Ability to work under pressure	X		I/R
Willing to undertake out of hours and weekend work		X	I
Demonstrate the ability to be caring and patient and the ability to cope with often challenging behaviour on the part of pupils/students	X		I
Good time management	X		R
Enhanced DBS check	X		

KEY: A = APPLICATION, I = INTERVIEW, R= REFERENCE