St Katharine's C.E (V.A.) Primary School

Job description: Teaching Assistant (Level 3)

Grade: 4

Responsible to: Class teacher, DHT, SENDCO

Expectations of all staff at St Katharine's:

- Put the wellbeing of our children first
- Support the Christian ethos of the school, promoting and developing its distinctive Christian character, including the school's values, worship and spirituality.
- Be part of a team, showing respect for others and being positive about the work of the school
- Show integrity and be accountable for the work you do in our school
- Follow safeguarding procedures and policies within the school, keeping up to date and following new guidance

Job purpose:

Under the guidance of a qualified teacher undertake educational and pastoral activities that assist with or lead teaching and learning, working with individuals and groups of pupils and with whole classes for short periods, during playtimes and lunchtimes as directed. This will include working across different year groups, children with SEND and medical needs.

MAIN RESPONSIBILITIES

Support for Pupils

1. Under the guidance of the class teacher, use a range of supporting techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation and to help pupils to learn effectively through guiding, advising and feedback. This will include the effective use of ICT to support pupils' learning.

2. To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them; this may include providing some direct personal care, support and assistance to the student in respect of toileting, eating, mobility and dispensing medication.

3. To promote and support the inclusion of all pupils in the learning activities in which they are involved, including at playtimes and lunchtimes as directed.

4. Under agreed school procedures to give first aid/medicine where necessary; or assist with programmes of special care, for example, such as physiotherapy or speech therapy under the

direction of the appropriate specialist.

5. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.

Support for Teachers

1. Under the guidance of the class teacher to deliver learning activities to individual and groups of pupils and, on occasion, to the whole class.

2. To assist the class teacher in planning, devising and extending appropriate educational activities. This may include contributing to the development of IEPs and Personal and Pastoral Support Plans. To support and work with the teacher to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals and strategies.

3. To help assess and systematically record pupils' progress using the results of this monitoring to inform further support work and to give oral and written feedback on attainment and progress to both pupils and the teacher.

4. To support expectations of pupil behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for pupils' learning.

5. To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.

Support for the Curriculum

1. To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.

2. To support the teaching of literacy, numeracy or other specific curriculum areas as required and agreed with the teacher/SLT.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants; working at all times within the school's policies and procedures.

2. To assist in the general efficient operation of the school, including providing cover for other support staff as necessary and providing cover for teachers as directed by the HT/DHT, and where necessary supervising and guiding the work of other teaching assistants/lunchtime staff.

3. To attend training sessions, meetings, participate in performance management arrangements and undertake development activities.

4. To liaise as necessary with parents and carers and with outside agencies, offering support and advice as required.

5. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

Other specific duties:

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar or lesser level that is not specified in this job description.

St Katharine's C.E. Primary School is dedicated to safeguarding the welfare of our children and this post will be subject to a DBS check.