Job Title: Teaching Assistant KS1

Grade: BB1 Point 6

Hours: 32.5 Hours per week   
6.5 hours per day  
8.30 to 3.30   
Term Time Only 39 Weeks per year

Salary: Grade C £22587- £23826 FTE

Reports to: Headteacher/Deputy Headteacher/Class Teacher

**Main Purpose of the Job:**

* To support the classroom teacher with their responsibility for the development of pupils’ learning, the provision of care and the management of pupils’ behaviour under the guidance of teaching staff/senior colleagues.
* To assist with first aid and other health related support, including associated administrative tasks for the school.

**Support for the Pupils**

* Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
* Establish constructive relationships with pupils and interact with them according to individual needs.
* Encourage 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 the Teacher**

* 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 learning goals.
* Assist with the planning and delivery of learning activities.
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed and provide regular feedback.
* 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
* Support teaching /senior staff with routine administration, e.g. photocopying, typing, filing, money, administration of coursework etc.

**Support for the Curriculum**

* Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
* Assist and support with the implementation of programmes linked to local and national learning strategies in literacy, including phonics, and numeracy in KS1, recording achievement 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/resources 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 to ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role 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 as required.
* Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

**General**

This is a description of the main duties and responsibilities of the post. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties under the direction of the Head Teacher.

* Participate in training and other learning activities and performance development as required.
* Enhanced DBS Check: Sacred Heart Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people. All school posts are subject to an enhanced DBS check.
* Promote and safeguard the welfare of children and vulnerable people that you are responsible for or come into contact with.
* To contribute to the overall ethos/work/aims of the school.