



Immaculate Conception Catholic Primary School

• Job Description for the post of Teaching Assistant

- Immaculate Conception Catholic Primary School was founded by and is part of the Catholic Church. The school is one of the means through which the Church's educative mission is fulfilled and is therefore to be conducted as a Catholic school in accordance with the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Hallam.

POST: Teaching Assistant

GRADE: Grade 7, pay point 8

RESPONSIBLE TO: Team Leader, Headteacher and Governors

POST OBJECTIVE:

- To work under the instruction and guidance of teaching and senior staff to undertake work and care support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

DUTIES AND RESPONSIBILITIES:

Support for Pupils

- Supervise and provide particular support for all pupils, ensuring their safety and access to learning activities.
- 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.
- Promote the inclusion and acceptance of all pupils.
- 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 of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- 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.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin support e.g. photocopying, typing and filing.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, Read Write Inc., KS1, KS2, Foundation Stage, 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 safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and 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 management as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- 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.

Other Professional Requirements

- Establish and maintain effective working relationships with professional colleagues acknowledging the need for mutual support.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of your post.
- Take responsibility for your own professional development and on-going formation.
- Be familiar with all school policies including safeguarding procedures, health and safety policies and current SEN codes of practice.
- Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.
- Maintain confidentiality at all times and observe Data Protection guidelines.
- To take an active part in appraising their own work against agreed priorities and targets in accordance with the schools Appraisal Policy.