

# St Marie's School

## A Catholic Voluntary Academy

### TA JOB DESCRIPTION

**Post Title:**

Teaching Assistant

**Salary:**

Grade 3 – Grade 5

**Responsible to:**

Class teacher, Phase leader, SENCo, SLT (Deputy and Headteacher) and Governors.

**Main purpose of role:**

- Help children with their learning and general well-being throughout the school.
- Support children emotionally and with behaviour, including those with special needs.
- Help individuals or small groups with lessons to help them progress faster.
- Do some admin tasks to help the teacher.
- Assist in planning and delivering extra support activities.
- Keep an eye on how children are doing and adjust support as needed.
- Help with any medical needs and give medication following school rules.
- Support with personal care like dressing or toileting if needed.
- Keep records on children's progress.
- Follow and support the school's Catholic values.
- Cover lessons short-term if the teacher is away.

**Responsibilities and Duties:**

- Work closely with the class teacher as part of a team.
- Support children's speaking, listening, maths, and physical skills.
- Be familiar with school rules and follow them.
- Help plan activities and support learning.
- Work with outside professionals if needed (e.g., speech therapists).
- Report any concerns about children to the teacher or safeguarding lead.
- Speak with parents when appropriate, always respectfully and privately.
- Help with start and end of the school day.
- Assist with behaviour and go on school trips if needed.
- Prepare materials (e.g., photocopying, displays).
- Help with school events like concerts or parents' evenings.
- Support lunch or after-school clubs when possible.
- Attend meetings and training as needed.

**Behaviour and Safety:**

- Create a safe and respectful learning space.
- Use consistent praise and discipline.
- Be a good example to the children.
- Encourage independence and good behaviour.
- Do playground duty and other duties as asked.
- Always follow health and safety and safeguarding policies.

**Teamwork:**

- Join in team meetings and training.
- Share good ideas and help other staff.

**Wider Role:**

- Work well with others, including parents and outside agencies.
- Support the wider school community.

**Admin Tasks:**

- Take attendance and supervise children when asked.
- Help with other admin jobs as needed.

**Training and Development:**

- Reflect on your work and take part in training to improve.
- Use feedback to get better at the job.

**Covering Classes:**

- The main teacher will plan the lessons.
- Meet with the teacher before covering if possible.
- Help prepare teaching materials.
- Support all children during lessons.
- Use school behaviour rules.
- Give feedback to the teacher and help pupils with their learning.
- Ensure feedback and marking follows school policy.
- Report concerns as per school rules.

**Other Duties:**

- Be professional and punctual.
- Do any other reasonable tasks asked by the headteacher.
- Help introduce new policies effectively.

**SAFEGUARDING STATEMENT**

St Marie's School is fully committed to safeguarding and promoting the welfare of all children and young people. We expect all staff and volunteers to share this commitment. All adults working at the school must follow the school's safeguarding policies and procedures. As part of our safer recruitment process, all staff are required to undergo regular enhanced DBS checks.