

## **JOB DESCRIPTION**

**SCHOOL:** St. Joseph's Catholic Academy

**POST TITLE:** Teaching Assistant - Level 3

**GRADE:** H (SCP 14 – 17)

**REPORTS TO:** Headteacher

**MAIN PURPOSE:** To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally ( e.g During short-term absence of teacher) or for regular short periods with teacher's planning provided.

### **MAIN DUTIES / RESPONSIBILITIES:**

1. Use specialist (curricular/learning) skills/training/experience to support pupils.
2. Assist with the development and implementation of EHCP's.
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
4. Support pupils consistently whilst recognising and responding to their individual needs.
5. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
6. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
7. Provide feedback to pupils in relation to progress and achievement.
8. Work with the teacher to establish an appropriate learning environment.
9. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
10. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
11. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
12. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
13. Undertake marking of pupils' work and accurately record achievement/progress.
14. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

15. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings.
16. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
17. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
18. Help pupils to access learning activities through specialist support.
19. Determine the need for, prepare and maintain general and specialist equipment and resources.
20. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
21. To carry out duties with full regard to the School's Equity Policy and Race Equality Scheme.
22. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself an others.
23. Contribute to the overall ethos/work/aims of the school.
24. Participate in training and other learning activities as required.
25. Undertake planned supervision of pupils' out of school hours learning activities.
26. Supervise pupils on visits, trips and out of school activities as required.
27. Any other duties of a similar nature related to the post which may be required from time to time.