



**Abbey
School**



Catholic Primary

Learning to Follow in the Footsteps of Jesus with our Friends, Family and Parish
JOB DESCRIPTION



Abbey Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Post Title: Teaching Assistant
Grade: Grade 3
Hours: Term Time Only
Responsible to: Principal

1. Job Purpose

- 1.1 This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- 1.2 To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

2. Duties and Responsibilities

General

- 2.1 Support the activities of individuals or groups.
- 2.2 Establish and maintain relationships with individual pupils and groups.
- 2.3 Contribute to individual target plans as appropriate.
- 2.4 Support pupils during learning activities.
- 2.5 Promote pupils' social and emotional development.
- 2.6 Contribute to the health and well-being of pupils.
- 2.7 Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- 2.8 Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- 2.9 Support pupils with literacy and numeracy skills.
- 2.10 Support pupils to access the curriculum.
- 2.11 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority.

Support for the teacher(s)

- 2.12 Observe and report on pupil performance.
- 2.13 Contribute to the planning and evaluation of learning activities.
- 2.14 Assist in preparing and maintaining the learning environment.
- 2.15 Contribute to the management of pupils' behaviour.
- 2.16 Contribute to maintaining pupils' records.
- 2.17 Support the maintenance of pupils' safety and security.
- 2.18 Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.

- 2.19 Undertake routine marking in line with school policy.
- 2.20 Provide general administrative support, for example, administer coursework, produce worksheets etc.
- 2.21 Undertake joint home visits as appropriate and in line with LEA policy.

Support for the school

- 2.22 Support the development and effectiveness of team work within the school environment.
- 2.23 Develop and maintain working relationships with other professionals.
- 2.24 Liaise with parents as appropriate.
- 2.25 Review and develop own professional practice.
- 2.26 Work as required across the curriculum and in all Key Stages within the school in accordance with the job.

Support for the curriculum

- 2.27 Support the use of information and communication technology in the classroom.
- 2.28 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.29 To ensure their tasks are carried out with due regard to Health and Safety.
- 2.30 To participate in appropriate professional development including adhering to the principle of performance management.
- 2.31 To adhere to the ethos of the school
 - 2.31.1 To promote the agreed vision and aims of the school.
 - 2.31.2 To set an example of personal integrity and professionalism.
 - 2.31.3 Attendance at appropriate staff meetings and parents evenings
- 2.32 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.