SAINT MARY'S CATHOLIC PRIMARY SCHOOL

GRADE 4 TA POSITION

JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	**Teaching Assistant**

BASIC JOB PURPOSE

To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the school.

NO	MAIN RESPONSIBILITIES
1.	Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
2.	Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
3.	Proactively supervise the activities of individuals or groups of pupils both in and out of the classroom (including playtimes, lunchtimes and educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
4.	Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding School Focussed Plans, Personal Education Plans and Education and Health Care plans.
5.	Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well being.
6.	Record pupil information, as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
7.	Attend to the personal, social and physical needs of pupils so that their well being is maintained.
8.	Prepare and maintain learning resources and ensure that the school buildings and grounds are kept tidy so that children experience a safe and aesthetically pleasing learning environment, which complies with relevant health and safety requirements.
9.	Display and present the pupils' work, under the direction of teaching staff, so that it enhances the school environment and celebrates achievement.
10.	Attend staff and other meetings and participate in staff training development work and staff reviews as required
11.	Mark pupils' work in accordance with the school's "Assessment for Learning" policy.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.