

The Federation of St Anne's and St Martin's Catholic Primary Schools



Teaching Assistant Job Description
Salary range: RG2 SCP3-5 (JE Code: K360)

Job Purpose: To work with children as part of a team, under the general direction of the class teacher; in order to help raise standards of achievement and support pupils' development.

Main Responsibilities:-

- 1. To identify fully with the Catholic nature of the school.
- 2. To safeguard pupils and adhere to all other school policies and procedures.
- 3. To support children in their learning, safety and general well-being.
- 4. To contribute to the management of pupil behaviour.
- 5. To establish and maintain positive relationships with individual pupils and groups.
- 6. To assist in preparing and maintaining the learning environment, including displays.
- 7. To help with the preparation of classroom resources and maintenance of records.
- 8. To observe and report back to the teacher on pupil performance.
- 9. To be accountable to the class teacher.
- 10. To support the use of ICT in the classroom.
- 11. To supervise pupils or small groups during lessons and in carrying out activities set by the teacher.
- 12. To accompany children on class outings.
- 13. To attend training sessions as and when required.
- 14. To undertake playground supervision.
- 15. To maintain confidentiality about all aspects of school life.
- 16. To take part in an annual Appraisal Interview.
- 17. To maintain effective working relationships with colleagues and parents.
- 18. To undertake any other duties which reasonably fall within the scope of the post and which may be allocated by the Headteacher.
- This role carries a requirement for health and safety training at level 1.

Person Specification:

- 1. GCSE Grade C, or equivalent demonstrable standard, in English and Maths.
- 2. Clearly spoken English.
- 3. Grammatically correct written English.
- 4. Readiness to work with children with a variety of needs.
- 5. Ability to be proactive.
- 6. Ability to work in a team.
- 7. Enthusiastic.