



# ST DOMINIC SAVIO CATHOLIC PRIMARY SCHOOL JOB DESCRIPTION

## POST TITLE: TEACHING ASSISTANT

**REPORTING TO:** Leadership Team and Class Teachers

**SALARY:** Wokingham Pay Scale

The appointment is with the Governing Board of the School as employer under the terms of the Catholic Education Service Contract.

**THE ROLE:** To support pupils' learning (across the whole school) to deliver the strongest pupil outcomes in a nurturing learning environment.

### KEY RESPONSIBILITIES

- To work together in creating, inspiring and embodying the Christian ethos and culture of this Roman Catholic School, securing its Mission Statement with all members of the school community
- Be always vigilant in safeguarding and child protection and promote the welfare of children
- To support pupils in their learning e.g. one-to-one, group, whole class under the direction of the class teacher
- To assist in the development of appropriate resources and teaching strategies, working with the teacher to ensure the provision supports pupils' learning
- To assist in monitoring pupils' progress through assessment tasks.
- To provide detailed and regular feedback to teachers on pupils' achievement, progress and needs
- To teach structured and agreed learning activities/teaching programmes as appropriate
- To attend to pupils' personal needs where required, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To support with behaviour management, using appropriate strategies in line with school policy
- Contribute to the effective working of the School
- To assist with the supervision of pupils out of lesson times, including playtimes and undertaking lunchtime duty
- To prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- To undertake pupil record keeping as requested
- To accompany teaching staff and pupils on visits, trips and offsite activities as required.
- To provide clerical support as required e.g. photocopying, filing

### SCHOOL CULTURE

- Help create a strong school community, characterised by consistent, orderly and caring, respectful relationships
- Support the School's values and ethos by contributing to the development and

- implementation of policies, practices and procedures
- To adhere to the School's dress code
  - To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
  - To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding and Child Protection policies.
  - To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.

*The job description will be reviewed annually with the leadership team, in consultation with the post holder, and the Governing Board as part of the Governing Board's annual review of staffing structure.*

Signature of Post holder: .....

Signature of Headteacher: .....

Date: