

Federation of St James the Great and St. John's Catholic Primary Schools



Teaching Assistant Job Description

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Support for Pupils:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for Teachers:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate examinations and undertake routine marking of pupils' work.
- Provide clerical/admin support e.g. photocopying, money, filing administer coursework etc.

Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
- Support the use of IT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans./relevant learning activity and assist pupils in their use.

Support for the School:

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the guidance of Keeping Children Safe in Education procedures adopted by the Southwark Safeguarding Children's Board and the school's Safeguarding Policy.
- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

KEY ORGANISATIONAL OBJECTIVES:

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- Ensuring work is line with the School's 'Green' commitment policy goals
- Any other duties of an appropriate level and nature will also be required
- Declaring any conflict of interest that may arise before or during their employment

SPECIAL CONDITIONS OF SERVICE:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity:

The post holder will be expected to carry out all duties in the context of and in compliance with the Southwark Council's Equal Opportunities Policies.

Date of issue:

Signature of Post holder

Signature of Headteacher

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Person Specification

Teaching Assistant/Learning Support Assistant

ESSENTIAL	DESIRABLE
<p>Experience Experience working with children of relevant age.</p>	<p>Experience Experience of working with pupils with additional needs.</p>
<p>Qualification/Training Very good numeracy/literacy / communication skills</p>	<p>Qualification/Training Qualification or experience relevant to primary education, eg NVQ Level 2 Award</p>
<p>Knowledge/Skills</p> <p>Ability to relate well to children and adults and a knowledge of how to keep children safe.</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</p> <p>Working knowledge of National Curriculum and other relevant learning programmes.</p> <p>Understanding of principles of child development and learning processes, in particular, barriers to learning.</p>	<p>Knowledge/Skills</p> <p>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation, e KCSiE.</p> <p>Ability to plan effective actions for pupils at risk of underachieving.</p> <p>Full understanding of the range of support services/providers.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p>
<p>Personal Attributes Empathy with the ethos of a catholic school.</p> <p>A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school.</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding pupil's wellbeing and equality</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference.</p> <p>Capacity to inspire, motivate and challenge children and young people</p> <p>A commitment to getting the best outcomes for all pupils.</p>	<p>Personal Attributes</p>