



## **JOB DESCRIPTION Teaching Assistant — Grade 4**

To work under the instruction/guidance of teaching/senior staff to support the learning of 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 Plans and programmes for children
- Establish effective relationships with pupils acting as a role model and setting high expectations
- Promote the inclusion, acceptance and positive perception of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote independence and employ strategies to recognise and reward self-reliance
- Provide feedback to pupils in relation to learning and progress under guidance of the teacher

### **Support for Teachers**

- Work with the teacher to establish an appropriate learning environment
- 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, provide detailed and regular feedback to teachers on pupils' achievement, progress and other matters as appropriate
- Promote good pupil behaviour, dealing promptly with incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Administer routine tests
- Provide admin. support e.g. photocopying, laminating, displays of pupils' work

### **Support for Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support the use of ICT 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**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Promote an understanding of differences and unique qualities and ensure all pupils have equal opportunities to learn and develop
- Contribute to the Catholic ethos and values of the school
- Establish effective professional relationships and communicate with all staff to support achievement and progress of pupils
- Attend and participate in meetings and staff briefings as required
- Participate in training and other learning activities 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



## PERSON SPECIFICATION Teaching Assistant – Grade 4

	Essential	Desirable
<b>Experience</b>	Working with or caring for children of relevant age	Working with SEND pupils Working as a Teaching Assistant (whole class)
<b>Qualifications</b>	Good numeracy/literacy skills	Completion of DfES Teacher Assistant Induction Programme NVQ 2 for Teaching Assistants or equivalent qualifications or experience Training in the relevant learning strategies e.g. literacy First aid training/training as appropriate
<b>Knowledge and Skills</b>	Effective use of IT to support learning Basic understanding of child development and learning Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Use of other equipment technology – video, photocopier Understanding of relevant policies/codes of practice and awareness of relevant legislation General understanding of national/foundation stage curriculum and other basic learning programmes/strategies Ability to self-evaluate learning needs and actively seek learning opportunities