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.