



## **Teaching Assistant St Martin's Primary School**

### **Job Description**

#### **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 pupil's development.

#### **Main Responsibilities:-**

- Identify fully with the Catholic nature of the school.
- To safeguard pupils and adhere to all other school policies and procedures.
- Supervise and support pupils including specific support for pupils with special needs, ensuring their safety and access to learning.
- To supervise pupils or small groups during lessons and in carrying out activities set by the teacher.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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
- Have respect for the child's personal dignity and help to develop independence skills
- Be aware of the medical, physical and personal care needs of the child.
- Give support as appropriate for individual therapy and medical programmes, such as OT and speech therapy.
- Contribute to the management of pupil behaviour.
- Establish and maintain positive relationships with individual pupils and groups.
- Assist in preparing and maintaining the learning environment, including displays.
- Help with the preparation of classroom resources and maintenance of records.
- Support the use of ICT in the classroom.
- Attend training sessions as and when required.
- Retain confidentiality about all aspects of school life.
- Take part in an annual appraisal Interview.
- Maintain effective working relationships with colleagues and parents.
- Any other duties, which reasonably fall within the scope of the post, which may be allocated by the Headteacher after consultation.

#### **Scope of Job:-**

- To accompany children on class outings.
- To be prepared to undertake playground supervision.
- To be accountable to the class teachers
- This role carries a requirement for health and safety training at level 1.

**Person Specification****Qualifications/Education/Training**

- Good standard of numeracy/literacy skills

**Knowledge, Skills & Abilities**

- Readiness to work with children with a variety of needs, including SEND
- Able to use basic technology (e.g. basic IT, photocopier)
- Ability to be proactive
- Ability to work in a team
- Enthusiastic