



St Mary's Catholic Primary School

Teaching Assistant



JOB DESCRIPTION: TEACHING ASSISTANT

Job title: Teaching Assistant

Location: St Mary's Catholic Primary School

Responsible to: Head Teacher

Salary grade: Wiltshire E6 - E8, actual £6,941 - £7,467

Hours: 12.5 Fixed Term for 2024 - 2025

Support Pupils;

- Providing support for pupils including those with special needs ensuring their safety and access to learning.
 - Assisting with the implementation of IEPs, behaviour plans, personal and medical care plans and programmes.
 - In consultation with the teaching staff and using guidelines provided by specialist support services, assist in the implementation of special programmes.
 - Acting as a role model for pupils, establishing productive working relationships.
 - Along with other members of staff, help to resolve difficulties between pupils amicably and with regard to school policies.
 - Promoting the inclusion and acceptance of all pupils.
 - Supporting pupils consistently, during structured and unstructured activities while recognising and responding to their individual needs.
 - Encouraging pupils to become increasingly independent.
 - Providing feedback to pupils in relation to their progress and achievement.
 - Help to develop self-esteem of pupils. Employ strategies agreed by school to raise self-esteem, such as rewards system and praise.
 - Provide support for multilingual/bilingual pupils by helping pupils to access the curriculum and support development of English language.
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Support teachers;

- Working with the teacher to establish and maintain an appropriate learning environment.
- Assisting with displays of children's work.
- Using strategies, in liaison with the teacher, to help pupils achieve learning goals.
- Providing objective feedback as required on pupil achievement and progress.
- Recording pupil progress as agreed with the teacher.
- Having knowledge of the school's policies.
- Working with individuals and groups on learning tasks.
- Marking pupils' work as agreed with the teacher.
- Promoting positive values, attitudes and good pupil behaviour in line with established policy.
- Establishing positive relationships with parents/carers.
- Administering routine tests as agreed with the teacher.
- Preparing resources and materials.
- Assisting in setting out learning materials appropriate to the planned activities.
- Confirming type and quantity of materials with teacher. Providing general administrative support e.g. photocopying worksheets

Support the School;

- Being aware of, and complying with, school policies and procedures.
- Promote and implement school policies on pupil behaviour.
- Contributing to the overall ethos of the school.
- Supporting the aims of inclusion; ensuring that all pupils have equal access to opportunities to learn and develop.
- Attending relevant meetings as required.
- Participating in training and professional development as required.
- Accompanying teaching staff and pupils on out of school activities as required.

Safeguarding:

- Safeguarding is everybody's responsibility. You must know the school procedure for recording and reporting concerns and support other colleagues to do so. You must attend yearly safeguarding updates & training and full 'basic awareness' training every 2 years. You must have read, understand and comply with the school's safeguarding procedures including whistleblowing.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification for TA role

	ESSENTIAL	DESIRABLE
Qualifications and Experience (Career Development)	Experience of working within schools	Understanding of school processes – safeguarding, health & safety, manual handling Commitment to CPD
Professional knowledge and understanding	Good understanding of the EYFS curriculum including assessment processes Understanding of the SEN Code of Practice and provision. Able to provide stimulating and engaging experiences for children	An enthusiasm for out of classroom learning. Knowledge and understanding of how to promote cultural diversity

	<p>Effective record keeping</p> <p>Ability to demonstrate an understanding of how children learn</p> <p>Ability to use ICT effectively to enhance teaching and learning</p>	<p>Good knowledge and understanding of the teaching of synthetic phonics</p>
<p>Professional skills & qualities</p>	<p>An ability to form good relationships with others</p> <p><i>Communication skills:</i></p> <p>The ability to present and communicate effectively both orally and in writing</p> <p><i>Self-management skills:</i></p> <p>Reflective practitioner with high expectations</p> <p>Ability to prioritise</p> <p>Ability to work well under pressure</p> <p>Demonstrates high levels of motivation, enthusiasm and commitment</p> <p>'Can do' attitude</p> <p>Creativity</p> <p><i>Effective interpersonal skills:</i></p> <p>Ability to work collaboratively within a dedicated educational team</p> <p>Adaptable to change –flexible</p> <p>Stamina and resilience including good attendance record</p> <p>Confidence</p>	

Key personal qualities and characteristics	Willingness to support the Catholic ethos of the school Readiness to contribute to the wider life of the school Good sense of humour	Personal Faith Ability to contribute actively to the faith life of the school
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