

St. Mary's Horsforth

Catholic Voluntary Academy

Tel / Fax: Broadgate Lane, Horsforth, Leeds LS18 5AB
0113 2584593
Website: www.stmaryshorsforth.org

Headteacher: Mrs S Hurley
E-mail: office@stmaryshorsforth.org



"Happy together in God's family,
we love, grow and learn."

Job Description - Teaching Assistant - Classroom Support

Responsible to - Headteacher, SENCo and Key Stage Leader

Role

To work with the assistance of the Class teacher to enable access to learning for all children through general classroom support, delivering intervention programmes and leading small group sessions.

Main Duties

Pupil Support

1. To be aware of and respond to each child's individual needs, academic and personal, by providing support, using appropriate strategies and resources and implementing intervention programmes as necessary.
2. To be aware of potential barriers to learning and support children through appropriate small group work and intervention.
3. To assist the class teacher with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
4. To undertake appropriate record keeping and evaluations, reporting to the Class Teacher, Special Needs Coordinator and other professionals as requested.
5. To establish a good relationship with the pupils, acting as a positive role model and a supportive figure.
6. To ensure pupils are continuously engaged in activities and on task through supervision, encouragement, support and clarification, as necessary.
7. To encourage independence and positive self-esteem.
8. To promote the inclusion and acceptance of all individuals.



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Classroom Support

1. To supervise and support the children, ensuring they are fully accessing the learning and staying safe.
2. To prepare and maintain resources and equipment as needed and assist pupils in their use.
3. To support the Class Teacher in promoting positive behaviour, managing incidents and reporting difficulties as appropriate.
4. To communicate effectively with parents/carers and share information with the Class Teacher as necessary.
5. To accompany Class Teachers and pupils on visits, trips and other out of school activities.



Whole School Support

1. To be aware of and comply with policies and procedure relating to; child protection, health and safety, security, confidentiality and data protection, and report all concerns to the appropriate person.
2. To contribute to the overall ethos, work and aims of the school.
3. To appreciate and support the role of other professionals in school and from outside agencies.
4. To attend relevant meetings as required.
5. To participate in training and other CPD opportunities and Performance Management as required.
6. To assist with the supervision of pupils out of lesson times including playtimes and lunchtimes.
7. To carry out any other reasonable duties or tasks as directed by the Headteacher, following discussions with the staff concerned.

St Mary's is committed to safeguarding and promoting the welfare of all children, and expects our staff to share this commitment. The appointment will be subject to an enhanced DBS check.