



## St Monica's Catholic Primary School

Role Title: **Teaching Assistant**

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### Purpose of job

Support access to learning for pupils and provide general support to the teacher in the management of pupils, both in and out of the classroom.

This includes working one to one, leading small groups and whole class work.

Working under the guidance and instruction of the class teacher, take a leading role in the planning and evaluation of one or more specific learning activities or teaching programs.

### Key Objectives

1	Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2	Implement planned learning activities/teaching programs as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
3	Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, by arranging/providing resources for lessons/activities under the direction of the teacher. Assist with displays.
4	Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
5	Provide feedback to the pupils in relation to attainment and progress under the guidance of the teacher.
6	Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate and/or in line with our safeguarding policies.
7	Assist in escorting and supervising pupils (or independently escort small groups) on educational visits and out of school activities
8	Attend to pupils' personal needs and implement related personal programs, including social, medical needs, First Aid, physical, hygiene and welfare matters with appropriate training/support.
9	Level B duties may be considered to include any of those listed at Level A.
10	Undertake additional duties as required, including covering classes.

*This documents is subject to review and amendment on and after the appointment of the successful candidate.*

## Scope

- Assist in the development of individual development plans for pupils (such as EHCPs).
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Monitor and manage stock and supplies for the classroom
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other conditions.

## Work Profile

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior.
- Undertake structured and agreed learning activities/teaching programs, adjusting activities according to pupil responses.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Select, prepare and clear away classroom materials and learning areas ensuring that they are available for use, including developing and presenting displays.
- Attend to pupils' personal needs and implement related personal programs, including social, specific medical needs, physical hygiene and welfare matters with appropriate training/support.
- To adhere to school local and national authority guidelines, exercising professional discretion at all times.
- 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.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- Maintain confidentiality at all times.

□ *All school staff and Governors are committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be appointed under the terms and conditions of a CES contract which they will be required to sign. This post is subject to an enhanced DBS and reference check from previous employers.*