



Sacred Heart Catholic Primary School



Job Description Teaching Assistant

Name:

Job Number:

Grade: 3 (Point 12 – Point 18) – prorata

Hours: 35 Hours

Introduction

This appointment is with the Local Academy Committee of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

Core Purpose

- **As a Teaching Assistant at Sacred Heart School** the core purpose of the job is to support the class teacher in ensuring that the school provides high quality, challenging and exciting learning and teaching that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development. We encourage you to share responsibility to recognise and nurture the unique qualities of each adult and child within the school community.

Duties and Responsibilities

1. Learning and Teaching

- ♥ Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- ♥ Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate
- ♥ Assist the teacher in the development, delivery and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals or groups of children. Prepare and deliver programmes to support Special Needs e.g. Read Write Inc, one to one tuition, interventions etc following the guidelines and training given under the guidance of the teacher.
- ♥ Assist the teacher with the planning of learning activities in the classroom or designated areas preparing or modifying work for individuals or groups of pupils as directed.
- ♥ Use strategies in liaison with the teacher, to support pupils to achieve learning goals
- ♥ Provide support for local and national learning strategies e.g. English, Mathematics, Early years.
- ♥ Assist with the implementation of programmes designed by other professionals such as Educational Psychologists, Speech and Language therapists.
- ♥ Assist the teacher with the administration of baseline/tests and other assessments.
- ♥ Support the use of computing in learning activities and develop pupils' competence and independence in its use.



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2. Pastoral Care

- ♥ Form positive and effective relationships with pupils, staff, parents, Local Academy Committee and members of the wider community so the ethos of the school is reflected in the way we work together.
- ♥ Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those with special educational, physical or emotional needs.
- ♥ To provide support for bilingual or multilingual pupils by development of the target language
- ♥ To help bilingual or multilingual pupils to access the curriculum
- ♥ Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
- ♥ Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- ♥ Undertake supervision and discipline of pupils within the procedures of the school service, providing detailed and regular feedback as appropriate
- ♥ Promote pupil independence in learning, social and mobility skills, reinforcing the pupils self esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence.
- ♥ Ensure that pupils are able to safely use equipment and materials provided
- ♥ Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers (when appropriate), contributing to meetings to discuss a specific child's progress as appropriate.
- ♥ Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include :
 - Assist with the personal hygiene routines e.g. toilet training, changing of incontinent children, dressing and undressing
 - The changing of soiled clothing and it's disposal in an appropriate way
 - Assisting with children's injuries and, where appropriately qualified, administering first aid
 - Assist with the administering of medicines under the direction of the appropriate medical staff
 - Assist with the identification and monitoring of children's general health and welfare
- ♥ Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ♥ Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- ♥ Assist with group activities within and away from the classroom/school, such as P.E., swimming, educational visits



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3. Staff and Resources

- ♥ To prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom
- ♥ Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
- ♥ Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training

4. Administration and Communication

- ♥ To provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
- ♥ Attend and participate in relevant meetings as required e.g. Phase meetings, planning meetings, staff meetings, Teaching Assistant Meetings.
- ♥ Assist the teacher in supporting Parent Helpers, Volunteers or Students in the classroom
- ♥ To support the induction of Work Experience by giving a tour around the school, going through the policy and showing the operation of key pieces of equipment e.g. the photocopier.

5. Supporting the Subject Leader

- ♥ To support the Subject Leader in monitoring the equipment and organising the resources so they are accessible to all.
- ♥ Attend INSET relevant to your Subject

The following clause must be included in all Job Descriptions for jobs which involve the processing of Personal Data:

* "Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)"

Responsible for:

Responsible to:

Agreed by Date

Principal Date