

JOB DESCRIPTION

Job Title: Teaching Assistant

Purpose: To assist the teaching staff in supporting the learning programmes for students.

Responsible to: Head of Primary

Teacher Assistant Requirements

The following are the key requirements of a teaching assistant:

1. Supporting the Catholic Life of the School

- Model the Catholic ethos of the school through actions and relationships.

2. Core Purpose

- Support and contribute to the vision of the School by effectively working collegiately.
- Work in partnership with the teacher/team assigned to assist through working with groups or classes of pupils in activities such as, but not exclusive to:
 - EYFS and child-initiated learning.
 - Phonics/Reading interventions and assessments.
 - Key Stage 1 or 2 Standardised Assessments Testing.
 - Children who have SEND or are not making the expected levels of progress.
 - Interventions.
 - Benchmarking.
- To be able to demonstrate progress of pupils/individual pupils with whom you work in conjunction with the teacher.
- Reinforce educational concepts to individuals or groups of students using instructional objectives and lessons developed by the teacher.
- Assist the teacher with the educational program to allow students to develop meaningful academic and social skills within the school and community.
- To report and record safeguarding concerns as per school policy.
- Assist with record keeping, grading papers, filing, copying and laminating materials as needed.
- Assist in the preparation and distribution of programme aids and materials.
- Supervise and assist students during classroom activities, yard duties, snack, lunch, arrivals, departures and field trips.
- To supervise the After-School Care Programme two afternoons each week, unless otherwise stated above.

3. Curriculum Resources

- Manage the curriculum resources area for the class i.e. reading books, Science books and equipment, Mathematics books and equipment, exercise books and play equipment, etc.
- Assist the classroom teacher in developing resources.
- Setting up at the start/end of the day ensuring a safe and suitable learning environment.

4. Quality of Teaching and Learning

- Work with the classroom teacher to ensure the standards of teaching and learning meet the needs of all students, including those with learning differences.
- Direct small groups or individuals using the teacher's plan while the teacher works with a large group to meet specific objectives or vice versa.
- Assist the teacher with providing a stimulating learning environment is reflected through classroom displays.
- Assist by liaising appropriately with Learning Support staff for appropriate teaching and learning for students with IEPs or who require in-class learning support.
- Follow teacher-prepared lessons and routines to cover when teachers are absent.

- Secure a good standard of student behaviour in the classroom and around the school by establishing appropriate rules and high expectations of discipline which students' respect; act to pre-empt and deal with inappropriate behaviour in the context of the behaviour shaping policy of the school;
5. **Relations with Parents and Wider Community**
- Liaise effectively with students' parents/guardians, per the school's policy and calendar. This would include telephone calls, newsletters, web-pages/parent portal and through informative oral and written reports on students' progress and achievements, discussing appropriate targets, and encouraging them to support their children's learning, behaviour and progress.
 - Assist the classroom teacher by attending parent consultation meetings for the appropriate age-groups/classes taught as scheduled in the school's calendar.
6. **Managing Own Performance and Development**
- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by different classes, teachers, extra-curriculum activities and involvement in school development.
 - Participate in appropriate professional development in accordance with the school's professional development policy and budget constraints, which may on occasions require attendance outside of regular hours.
 - Liaise with senior management on timetable matters.
Be actively involved in extra-curricular activities.
7. **Extra-Curricular**
- Lead, be involved in promoting and participate in extracurricular activities and events, as agreed with the subject leader and Head of Primary / Head of Secondary (where appropriate), for example after-school clubs, school performances and Home School Association meetings and fund-raising events;
 - Assist with the organisation and running of the School's House system by attending House meetings and leading/assisting with House activities as required.
8. **Meetings**
- Attend such meetings and activities, including religious services, as may be necessary as part of school policy and in accordance with the school calendar.
9. **Pastoral care**
- In the absence of the classroom teacher, act as a class teacher as required. Through this role support the standards and expectations of the school.
 - Act in accordance with the policy and guidance on the role of the class teacher.
10. **Supervision of students**
- Carry out the supervisory duties assigned by the Head of Primary / Head of Secondary (where appropriate).
 - Take an active role in supervision of children during breaktimes, lunchtimes and in children's movements around the school.
11. **Safeguarding**
- Take responsibility for own knowledge and development regarding Child Protection and Safeguarding policy and procedures. Ensure knowledge and adherence to school policies and procedures and avail of training opportunities provided by the school in this area.
 - Promote the safety and well-being of all children.

Review

This job description will be reviewed at the beginning of each academic year, or earlier if necessary. In addition, it may be amended any time after consultation.