

ST. WALBURGA'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

Post Title: Teaching Assistant

Reporting to: 1: Class Teacher
2: Teaching and Learning Leader
3: Inclusion Leader
4: Deputy Headteacher

1. Job Purpose & Objectives

1. Work in close partnership with the assigned class teacher(s) in the delivery of curriculum tasks, communicating enthusiasm in ways that engage the pupils and fosters their motivation and willingness to learn and contributes to effective learning outcomes.
2. Contribute to the overall aims and objectives of this school and its commitment to high standards and securing school improvement.
3. Act as a responsible member of a conscientious team, fulfilling classroom/year group responsibilities efficiently and effectively.
4. Maintain a welcoming, courteous stance when dealing with children, parents, governors, fellow members of staff and other visitors.
5. Maintain strict confidentiality, given the close contact with children and other members of the school's staff. Ensure that any enquiry from a parent is directed to the class teacher, or Headteacher/Deputy Headteacher, immediately without comment.

The parameters of the Teaching Assistant's tasks are encompassed within the Conditions of Service for School Support Staff.

2. Main Duties & Responsibilities

2.1 Classroom Duties

Under the direction and supervision of the teacher(s) to whom assigned:

Support the children

- * Develop an understanding of the particular needs of the children in the group/class being supported.
- * Help the children to learn effectively as possible, both in group situations and on their own by:
 - Clarifying/explaining instructions.
 - Ensuring they can use equipment and materials provided.
 - Motivating and encouraging as required.
 - Assisting in areas where there may be weakness (e.g. language, behaviour, etc).
 - Helping them to concentrate and finish work.
 - Meeting needs as required yet also encouraging independence.
 - Liaising with the class teacher/SENCO about individual education plans (IEPs).
 - Developing appropriate resources to support the child/ren.
- * Help the children with all aspects of the curriculum whether individually or in small groups.

Support the Teacher

- * Support the promotion of literacy, numeracy and information technology skills, as well as access to the wider curriculum.
- * Assist with reading in accordance with the Literacy Hour requirements and contribute to the promotion of the home/school reading scheme.
- * Help supervise and sustain a variety of group work at times when the teacher is trying to

- concentrate on a specific educational task with some pupils.
- * Be adaptable with regard to working on certain items of equipment, such as the computer.
- * Assist, with the teacher (and other professionals as appropriate), in the development of suitable programmes of support (IEPs) for children who need learning support.
- * Record and celebrate individual pupil progress in their IEP each time when working with the child.
- * Suggest ideas to the class teacher.
- * Participate in the evaluation of school support programmes.
- * Maintain accurate and succinct records about the children's responses to particular tasks, sharing this information with the class teacher.
- * Support teacher with behaviour management including working with individuals or small groups of children.

Support the School

- * Liaise, advise and consult with other members of the team supporting the children when asked to do so.
- * Contribute to the reviews of the children's progress, where appropriate.
- * Attend relevant in-service training (overtime paid where outside of the teaching assistant contract)
- * Be aware of school procedures.
- * Respect confidentiality issues linked to home/pupil/teacher/school work and keep confidences appropriately.

2.2 Other Classroom Duties

Again under the direction of the assigned class teacher(s) deal with the following non-teaching tasks:

- a) Prepare and clean materials and equipment for use within designated areas and tidy up after use.
- b) Arrange the furniture and resources for group work.
- c) Mount and display children's work.
- d) Undertake photocopying, laminating, comb binding, etc
- e) File children's work.
- f) Attend to the children's personal needs and simple first aid (if first aid trained). Where a child is causing concern this should be reported, in the first instance, to their class teacher.

2.3 Duties Beyond the Classroom

Under the direction and supervision of the teacher(s)/Key Stage Leader carry out the following tasks:

- a) Assist with activities involving children outside the classroom.
- b) Accompany groups of children on educational visits, after prior briefing from the teacher(s) leading the trip.
- c) Help with first aid at playtimes, if first aid trained, as required.
- d) Help in a general way with all visitors and parents coming into the school.

2.4 Personal Staff Development

- a) Review, from time to time, progress against agreed objectives, timetables, etc, with the Deputy Headteacher and participate in agreed, further professional development.
- b) Participate in the school's performance management scheme.

3. Communication/Contacts

Polite contact and communication is expected at all times with teaching colleagues, teaching assistants, lunchtime supervisory assistants, office staff, caretaking and cleaning staff, parents and school governors. Frequency of contact with these people will vary from day to day. Confidentiality is to be maintained at all times.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher or Deputy Headteacher, in consultation with the postholder, to reflect the changing work composition of the class/school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.