

JOB DESCRIPTION

Teaching Assistant at St Mary's Catholic Primary School

Date: September 2015
Responsible to: Patricia Pickering (Headteacher)

Job Purpose

To carry out the duties of a teaching assistant as circumstances may require and in accordance with the school's policies under the direction of the head teacher. To maintain and develop the Catholic character of the school in accordance with the directions given by the head teacher and the governors.

Duties

This job description describes in general terms the normal duties which a teaching assistant will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and learning

1. Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers
2. Assist in the implementation of Individual Education Programmes for students and help monitor their progress
3. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
4. Work with other professionals, such as speech therapists and occupational therapists, as necessary
5. Assist class teachers with maintaining student records
6. Support students with emotional or behavioural problems and help develop their social skills

Administrative duties

1. Prepare and present displays of students' work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Undertake other duties from time to time as the head teacher requires (see other duties and responsibilities)

Standards and quality assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings when appropriate
4. Undertake professional duties that may be reasonably assigned by the head teacher
5. Be proactive in matters relating to health and safety

Training and Development

- Be prepared to undertake such training as the school deems necessary
- Keep up to date with developments in education as far as it affects the children in our school
- Work with teachers and other teaching assistants to promote the role of the teaching assistant
- Attend meetings for support and training as agreed
- Take part in the school's performance management process on an annual basis so that professional development can be monitored

Specific Responsibilities to Support Pupils with Behavioural, Emotional and Social Difficulties

- Work with named children towards targets
- Assist children as requested, explaining and expanding on the teaching as agreed with the class teacher
- Maintain records for named children as requested by the teacher, following the school's agreed guidelines
- Check with the teacher or his/her written notes on the activities to be undertaken
- Support named children to develop socially with peers
- Support named children in a range of environments during the school day
- To participate as a member of a team of adults working together to create an environment which promotes children's development and learning
- To foster children's growth, self-esteem, independence
- To contribute to the planning and preparation of activities
- To contribute to observations and records of the children's development
- To foster effective links with parents
- To be responsible, by agreement, for particular indoor and outdoor learning areas and activities, and to plan, prepare and display appropriate materials
- To work according to the school and County policies for Equality of Opportunity, promoting positive behaviour and attitudes generally, and particularly towards people in non-stereotypical gender roles, other cultures and with disabilities.
- To follow the school's Behaviour and Inclusion Policies
- Make a record of work carried out
- Note any success or difficulties and report these back to the teacher in the agreed format

Confidentiality

- Maintain confidentiality at all times about the children and their work
- Follow the regulations for the protection of children
- Follow the school's regulations in respect of the care and handling of children

Job description issued by Patricia Pickering (Head teacher) after consultation