Teaching Assistant

Job Description

Post Title	**Teaching Assistant**
School	**St Mary & St Joseph's Catholic Primary school**
Salary and Grade	**SCP 13 £18,546 pro rata**
Line Manager(s)	**Headteacher and class teacher**
Contract Type	**Fixed term—15 hours per week**

Main purpose of the job:

To provide efficient and effective support to a class teacher, by working under his or her direction, in the supervision and care of individuals or groups of children. To assist in the classroom management, in order to ensure the smooth running of the classroom as a "workshop" for children. To assist in mounting displays of children's work and artefacts, so that children have a stimulating environment in which to work. To work alongside the Teacher with groups or individuals in delivering aspects of the school curriculum, offering guidance and support to the children.

A. Key tasks:

- **Liaison with the teacher**

  Work closely with the Teacher on day to day planning as provided by the Teacher for the class as a whole. Discuss and study carefully plans for the groups/individuals under your supervision. Report to the Teacher on work carried out under your supervision, providing written records/notes where requested, and of anything important of concern or praise of a child in your care.

- **Supervision of pupil groups or individual pupils**

  Work with children whilst they carry out set tasks and help them to learn effectively under the direction of a Teacher. Offer guidance, encouragement and praise throughout their efforts, keep them 'on task' and provide necessary support for each child to complete a task if possible. Discuss work with the children (written, drawn, models etc.) Respond positively to children's work in line with the school's Teaching and Learning Policy and Marking Policy. Develop an understanding of the specific needs of a child or group of children. Administer First Aid and provide general care and welfare for the children. Be aware of children with allergies in your care. Supervise children in the organisation of their own equipment, encouraging them to become more independent and find /select materials they need to carry out any task and to return all items to their correct place when the activity is over. Make any necessary adjustments to furniture arrangements as required for tasks to be carried out. Encourage increasing use of ICT in all areas of the curriculum.

Job Description continued

- **Classroom Management**

  Collect and clear up items of equipment (apparatus, art materials, writing paper etc.) from central storage areas and prepare materials and resources as appropriate to the activity (e.g. cut paper, mix paints, prepare games).

- **Display**

  Work cooperatively with the Teacher in displaying pupils work in an attractive way.

- **Professional Development and Organisation**

  Take part in First Aid Training on a regular basis as skills need to be updated. Be willing to participate in your own performance management appraisal undertaking to attend courses, Inset days and training to support your own professional development as agreed with the Headteacher. To undertake playtime and lunch cover as required and be responsible for initiating a and being responsible for a game in the playground when on duty. Attend staff meetings every week or as required by the Headteacher. Perform other duties as required commensurate with the level of responsibility of the post. To assist on school outings.

- **Professional Relationships**

  Foster good relationships with parents and carers and attend meetings as appropriate with parents in and out of school hours as reasonably required by the Headteacher. Work in co-operation with Governors, welcoming them into classrooms and other meetings. Work closely with Teachers (and possible student and parent helpers) sharing thoughts and ideas and to be sensitive in the confidentiality of their relationship with them. Be willing to use initiative over tasks when the Teacher is not available to advise. Respect confidentiality at all times of any personal details concerning a specific child or family. Make a positive contribution to the wider life and Catholic ethos of the school.