



St. Ethelbert's Catholic Primary School

Teaching Assistant Job description

'High Expectations for all, in the Light of Christ'

Inclusion

Thoughtfulness

Knowledge

Responsible to: Head Teacher

Line Manager: Phase Leader

Kent Pay Scale: KR 3

Purpose of job

- To be sympathetic to and supportive of the Catholic ethos of the school.
- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning.
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- To carry out specific administrative /procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupils' progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet) and medical needs where appropriate.
- To promote and model the school's vision and values.
- To support children during less structured times of the day including lunchtimes.

1. Provide support for learning activities:
 - Support English and Mathematics progress and attainment
 - Plan, deliver and evaluate learning activities under the direction of a teacher
 - Support the use of ICT and use ICT yourself for teaching and learning
 - Provide Maths and English support to allow access to a wider curriculum
 - Support highly able pupils to develop deeper understanding Support bilingual/ multilingual children to access the curriculum and progress
 - Support the effective implementation of the EYFS curriculum
 - Support teaching and learning in the wider curriculum
 - Observe and promote pupil performance and development by contributing to Assessment for Learning practices
 - Act as a mentor to facilitate children's learning and development
 - Promote the transfer of learning from outdoor experiences
 - Work as part of a team and assist the class teacher in ensuring quality education for the children.
 - Be aware of and support school policies and procedures.
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2. Support children's personal development:
 - Help to keep children safe
 - Contribute to and develop positive relationships
 - Support children's play and learning
 - Support or contribute to the support of a child with disabilities
 - Promote positive behaviours
 - Contribute to the management of challenging behaviour in children
 - Support children with communication and interaction needs
 - Support children with cognition and learning needs
 - Support children with behaviour, emotional and social needs
 - Support children with sensory and/or physical needs
 - Promote children's well- being and resilience
 - Enable children to be active citizens
 - Support children during transitions in their lives
 - Work with children to safeguard their welfare
 - Assist with maintaining good behaviour throughout the school at all times, following the school's behaviour policy and procedures.
 - Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
 - Contribute to improving attendance
 - Assist the teacher by implementing advice and programmes of support provided by specialist outside agencies involved in the children's education. These may involve speech therapists, educational psychologists, specialist teachers for learning and communication and physiotherapists.
 - Help to develop and adapt appropriate resources and materials such as visual prompts to support children's specific needs and implement agreed strategies to enable them to access the learning environment and progress with their learning
 - Maintain accurate records of interventions.

- Supervise individual pupils during break times when required
- Report any concerns regarding children's welfare or education, to the class teacher.
- Be aware of safeguarding responsibilities, referring any matters to the appropriate designated person for further action.
- Attend appropriate staff meetings and training days/events as requested.
- Lunchtime supervision to include supervising the eating of lunch and organising play activities in the playground.

3. Provide effective support to colleagues:

- Observe and report on children's performance
- Provide or contribute to educational/ decorative displays
- Invigilate tests and examinations
- Support the development and effectiveness of work teams
- Contribute to the maintenance of pupil records
- Monitor and maintain resources
- Support the organisation of cover for absent colleagues
- Escort and supervise children on educational visits and out of school activities
- Assist in the administration of medicine
- Prepare and maintain the learning environment
- Assist with the preparation of resources e.g. photocopying, filing of work, making games and the creation and mounting of displays for children's work.
- Liaise with parents, carers and families
- Develop and maintain working relationships with other practitioners
- Provide leadership to working teams and in areas of responsibility

4. Maintain commitment to developing own competence:

- Reflect on and develop practice
- Support professional development of others through leading and/or mentoring
- Provide information and feedback to aid policy formation and the improvement of practices and procedures

5. Wider contribution

- Attend and assist at school events e.g. parents evenings, festivals, Summer and Christmas fairs.
- Running an after school club

This is not an expectation, however, if you have had the opportunity to demonstrate wider contribution this will be assessed as part of your appraisal.

If not, overall assessment under Total Contribution Pay will not be adversely affected.

Main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.