

# **Our Lady of Hartley Catholic Primary School**

## **Job Description: Teaching Assistant (1:1 support)**

### **Key duties and responsibilities:**

1. Work with designated pupil under the direct supervision of teaching staff and provide feedback to the teacher
2. Support pupil to understand instructions
3. Support the teacher in behaviour management and keeping pupil on task
4. Support pupil in social and emotional well-being, reporting problems to the teacher as appropriate
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some or all of the following:

1. Record basic pupil data
2. Support children's learning through play
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
7. Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
8. Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Person Specification: Teaching Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
<b>EXPERIENCE</b>	Previous experience of working with children  Experience of working with pupils with special educational needs would be an advantage.
<b>SKILLS AND ABILITIES</b>	Numeracy and literacy skills  Basic IT skills  Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.  Good influencing skills to encourage pupils to interact with others and be socially responsible
<b>KNOWLEDGE</b>	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality