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| **Post Holder:** |  |
| *The description of the duties, responsibilities and accountabilities for the post of Teaching Assistant at St Mary’s Catholic Primary School* |
| Responsibility Areas | * To support the Class Teacher in the teaching and welfare of pupils to ensure they attain their targets
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| Accountabilities |  | Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets. |
|  | Assist teacher with learning activities ensuring health and safety and good behaviour of pupils. Support the pupils in accessing learning activities as directed by the teacher to enable pupils’ progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop. |
|  | Provide clerical/admin support as required and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher deliver the specific learning programmes set for each child. |
|  | Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing. |
|  | Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc. |
|  | Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development. |
|  | Undertake tasks directed by the Leadership Team and Teachers to assist with the smooth running of the school. |
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| Accountable to | Senior Leadership Team & Class Teachers |
| Salary range | KR4 |
| Signed |  Date: |