



St Thomas' Catholic Primary School Job Description - Teaching Assistant

Job Title:	Teaching Assistant
Reports to:	Class Teacher or designated line manager
Grade:	Kent Range 3

Purpose of Job

Working under the guidance of a teacher; assist in whole planning cycle and preparation of resources; provide cover for whole classes for short periods under an agreed system of supervision; enable access to learning for pupils by understanding their emotional and academic needs; assist in the management of pupils in the classroom.

Main Responsibilities:

- To assist the class teacher with learning activities ensuring health and safety and good behaviour of pupils. Support 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.
- Support with the nurturing of pupils; developing their social skills, self-esteem and relationships.
- To provide teaching support in small groups and where necessary to be assigned to individual pupils in order to aid the teaching of the National Curriculum in the classroom.
- To keep accurate records and feed back to class teacher.
- To assist the teacher with observation and monitoring of the progress of children, maintaining accurate records. Additionally, within the special needs provision, to ensure the documentation of all interventions with the children.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' well-being.

- To promote positive behaviour patterns, raise self-esteem and improve independent working to assist children in their education and growth.
- To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- To assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.
- To prepare materials, including pupils' work for display within the classroom, as directed by the class teacher.
- To participate in and supervise pupils in off-site activities, including swimming and non-residential visits, giving due regard to the school's Risk Assessment Policy.
- To supervise at playtimes, to ensure the continued safety of children.

Key Organisational Objectives:

The Post-holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with procedures in relation to Criminal Records checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the School to ascertain details from the Disclosure and Barring Service regarding any convictions against them and, as appropriate the nature of such convictions.

Date of issue:

Signature of Post holder

Signature of Headteacher