



## **ST. HELEN'S CATHOLIC PRIMARY SCHOOL** **JOB DESCRIPTION**

### **MISSION STATEMENT**

**RESPECT YOURSELF,  
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,  
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,  
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY  
BUT MOST OF ALL, RESPECT GOD OUR FATHER  
IN HEAVEN.**

**Job Title**                      **Teaching Assistant**

**Grade**                              **Point 3-5**

**Reports to**                      Headteacher, Assistant Headteachers, Class Teacher

**Liaison with**                Assistant Headteachers, Teaching Staff, Support Staff

### **Purposes of the Job**

To work in partnership with class teachers to support learning in line with the National Curriculum/EYFS Curriculum, SEND code of practice and school policies and procedures.

- To work with small groups of children or individuals (possibly with an EHC plan or on SEN support), under the direction of teaching staff.
- To implement planned learning activities/teaching programmes as agreed with teacher adjusting activities according to pupils' response as appropriate.

### **Duties**

- To encourage the development of independent learning skills wherever possible.
- To establish positive relationships with pupils who are identified as needing support.
- To support pupils with activities which develop skills across the curriculum.
- To support the use of I.T. in the classroom and develop pupils' competence and independence in its use.
- To promote positive pupil behaviour in line with school policies and where necessary to provide support with behaviour for individual pupils.
- To interact with, and support pupils, according to individual needs and skills.
- To promote the inclusion and acceptance of all children within the classroom ensuring access to lessons and their content through appropriate clarification, explanation, differentiation and resources.
- To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.

- To monitor and record pupil activities, as appropriate, and to write up pupil notes as required.
- To support learning by making/arranging/providing/maintaining resources for lessons/activities under the direction of the teacher.
- To attend to pupils' personal needs, including help with social and health and well-being matters, including minor first aid.
- To assist with the development and implementation of Individual Support Plans.
- To liaise with Senior staff and provide information about pupils as appropriate.
- To assist with the display and presentation of pupil work.
- To supervise pupils for limited and specified periods, including class and break-times where necessary.
- To assist with escorting pupils on educational visits.
- To support a supply teacher, especially when not familiar with the class.

### **GENERAL RESPONSIBILITIES FOR ALL SUPPORT STAFF**

- To contribute to overall ethos/aims and Mission Statement of the school.
- To comply with school policies and procedures relating to child protection, equal opportunities, health, safety and security, pupil well-being, confidentiality and data protection. To report concerns relating to these matters to an appropriate person.
- To establish constructive relationships and appropriate methods of communication with other colleagues.
- To participate in the performance management process - taking personal responsibility for identification of your learning, development and training needs - in discussion with your Performance Management Team Leader.

These duties are neither exclusive or exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of their position.

<p><b>THE GOVERNING BODY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE IN THIS COMMITMENT.</b></p>
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This job description will be reviewed in the Spring Term 2022 or earlier, if necessary. In addition, it may be amended at any time after consultation has taken place depending on the needs of the school.

**THIS DOCUMENT IS SIGNED AS HAVING BEEN DISCUSSED AND AGREED BETWEEN THE MEMBER OF STAFF AND THE LINE MANAGER.**

.....( T.A. ) .....(Date)

..... (H. CURTIS) ..... (Date)