

# Saint Joseph's Catholic School

## Job Description for Teaching Assistant

<b>Post</b>	Teaching Assistant
<b>School</b>	St Joseph's Catholic School
<b>Pay Range</b>	Grade E
<b>Responsible to</b>	SENCO
<b>Contract Type</b>	Permanent
<b>Hours</b>	To be determined by the school

### Areas of Responsibility and key tasks

To assist in the support and inclusion of children with special educational needs within a mainstream school.

### Main Responsibilities

**1 Supporting pupils' learning, either in groups or through 1:1 work** The exact tasks will depend on the learning support needs of the pupils but may include:

- Supporting the development of skills in literacy, numeracy, communication and social and behavioural needs
- differentiating work for individual pupils to suit their ability
- using knowledge of pupils learning support needs to suggest appropriate adjustments to lesson plans to Teachers
- clarifying and explaining instructions
- ensuring pupils are able to use equipment and materials provided
- motivating and supporting pupils
- meeting physical needs as required while promoting independence
- liaising with class teacher and Special Educational Needs Co-ordinator about Individual Education Plans
- developing appropriate resources to support pupils
- provide feedback to pupils in relation to progress and achievement

**2 Support for pupils**

- encouraging an acceptance and inclusion of the pupil with special needs
- developing methods of promoting/reinforcing the pupil's self-esteem and independence
- providing individual supervision in and out of the classroom for pupils establishing a supportive relationship with pupils
- reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
- supervising pupils on outings, school activities

**3 Provide physical/personal care to pupils where required e.g.**

- helping with dressing/toileting
- undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist
- providing any medical need or support where appropriate.

#### **4 Supporting the Teacher/s, e.g.**

- Organise and manage appropriate learning environment and resources
- within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- record progress and achievement in lessons activities systematically and providing evidence of range and level of progress and attainment
- work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- supporting the role of parents in pupil's learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- administer and assess/mark tests and invigilate exams/tests
- production of lessons plans, worksheets, plans etc.

#### **5 Supporting the curriculum**

- deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- deliver local and national learning strategies e.g. Literacy, numeracy, KS3 and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- advise on appropriate deployment and use of specialist aid/resources/equipment

#### **6 Supporting the school, e.g.**

- comply with and assist the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc.

### **Supervision and Management**

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

### **Problem Solving**

The job holder works within school procedures, policies and approved methods but sometimes has to interpret these to deal with a problem e.g. if the pupil supported cannot cope with the a task the rest of the class are doing, the jobholder may implement a similar task which will give a degree of success for the pupil.

### **Key Contacts and Relationships**

The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care. They are expected to follow school procedures to resolve routine problems encountered in the job but to seek assistance, or approval to their recommendations, for anything more unusual.

### **Resources**

The job holder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

### **Working Environment**

The job holder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may occasionally be the need to deal with body fluids when giving personal care to pupils.

### **Knowledge and skills**

The role demands that the jobholder has the ability to undertake a range of involved tasks involving the application of rules, procedures and techniques. The jobholder needs a good standard of practical knowledge of learning support needs and ways of meeting these, and good skills in dealing with pupils. Through experience based learning and/or formal training they will operate at Level 3 of the national standards for Teaching Assistants. As a Catholic school we promote our Christian Spirituality and ask employees to be in sympathy with our values.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but following consultation with you, may be changed by SLT to reflect or anticipate changes in the job commensurate with the grade and job title.

January 2019