

Let God's love shine in our lives as we grow and learn together

TA JOB DESCRIPTION

Post Title:

Teaching Assistant

Salary:

Doncaster Grade 5 or equivalent

Responsible to:

Class teacher, Phase leader, SENDCO, SLT (Deputy and Headteacher) and Governors.

Main purpose of role:

Purpose of job:

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupils' progress and adapt agreed approaches to their particular needs.
- To support any medical needs and administer medication according to the school's policy
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, the changing of nappies etc.)
- To assist in the maintenance of children's records.
- To promote the school's Catholic aims and values
- To cover classes in the short term. For example, PPA cover or short term sickness cover

SAFEGUARDING STATEMENT

St Alban's Catholic Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All adults are required to adhere to the school's safeguarding policies and practices. As part of the school's safe recruitment procedures all staff regularly undergo the enhanced DBS check.

Responsibilities and Duties

- Work as part of a team and assist the class teacher to ensure quality education for the children.
- To promote the development of communication, language and speech, speaking and listening, numeracy and physical development including providing additional support to children with special needs or to bilingual learners, by working alongside the class teacher.
- Be aware of and support school policies and procedures.
- Liaise and plan with the teacher to support pupils in their learning
- Work or play with individuals/small groups of children by planning and carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the class teacher.
- Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children's education. These may involve social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
- Report any concerns regarding children's welfare or education, to the class teacher.
- Be aware of suspected or actual safeguarding issues, referring such matters immediately to the appropriate designated safeguarding lead for further action.
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Assist with maintaining good discipline throughout the school at all times, following school procedures. When directed escort and supervise pupils on planned visits/journeys.
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and the creation and mounting of displays for children's work.
- Assist and attend with seasonal events e.g. parents evenings, concerts and festivals
- To show a commitment to school life by supporting lunchtime or extra-curricular clubs where possible.
- Attend appropriate staff meetings and training days/events as requested.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- Follow the behaviour policy of the school
- Follow the Health and Safety, safeguarding and other statutory and non-statutory policies of the school

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks as required by the Head or class teacher

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

When covering classes:

- It is the class teacher's responsibility to plan the learning in their class.
- Where possible meet with the teachers to discuss planning before covering classes.
- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Monitor pupils' responses to learning tasks and modify their approach accordingly.
- Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learning.
- Communicate effectively and sensitively with pupils to support their learning.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.
- Ensure marking and feedback is in line with the school's policy.
- Ensure behaviour, Rewards and sanctions are in line with school policy
- Report any concerns in line with policy and procedures

Other Responsibilities:

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the head.
- Supporting policies and new procedures are implemented effectively

- To be flexible to meet the needs of the school
- To ensure professional and personal conduct in and out of the school is exemplary
- To remain smart and professional at all times and in accordance with the school's Dress Code

Any other duties required by the teacher or Headteacher within the scope of this post.

The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.