



School Mission Statement

S. James' Catholic High School aims to promote a Christ-centred, caring environment, where individuals develop their full potential and achievement is celebrated.

J O B D E S C R I P T I O N

<u>POST DETAILS</u>	<u>POST TITLE</u> Teaching Assistant	<u>GRADE</u> APT&C Scale 3
<u>SERVICE</u> EDUCATION	<u>DEPARTMENT</u> Schools	<u>SECTION</u>
<u>POST REPORTS TO:</u> SEN TEAM MANAGER		
<u>POST RESPONSIBLE FOR:</u> No responsibility for staff		
<p>This job description takes into account the specific needs of the students of St. James' Catholic High School.</p> <p><u>MAIN PURPOSE OF THE JOB:</u></p> <p>To support teaching & learning activities across the school</p> <p><u>SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:</u></p> <p>Major Duties and Responsibilities:</p> <ol style="list-style-type: none">1. To work under the guidance of teaching / senior staff to implement agreed work programmes2. To assist the teacher in the planning cycle and the management & preparation of resources3. To provide support for teaching staff across the school in an appropriate learning environment4. To assist with the integration of pupils with special educational needs and/ or supporting a small group or on an individual basis within the classroom or on a withdrawal basis5. To be an integral part of the school, working in close partnership with all staff <p>Job Activities:</p> <p>Planning</p> <ol style="list-style-type: none">1. To assist with the development and implementation of Individual Education Plans2. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate		

Monitoring and Assessment

3. To provide feedback to pupils in relation to progress and achievement
4. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
5. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. To undertake marking of pupils' work and accurately record achievement/progress
7. To liaise sensitively and effectively with parents or carers as agreed with the teacher within your responsibility and participate in feedback sessions or meetings with parents with, or as directed

Teaching and Learning

8. To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
9. To implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
10. To support the use of ICT in learning activities and develop pupils' competence and independence in its use
11. To help pupils to access learning activities through specialist support
12. To administer and assess routine tests and invigilate exams/tests

General

13. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
14. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
15. To provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.