



JOB DESCRIPTION

POST TITLE: **TEACHING ASSISTANT LEVEL 1**

GRADE: **Scale 3**

DEPARTMENT: **St Joseph's Catholic Primary School**

RESPONSIBLE/REPORTING TO: **Deputy Headteacher**

PURPOSE OF THE JOB

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

St. Joseph's is a Catholic school and in discharging your duties you should do so in a manner which will maintain and develop the Catholic ethos of the school, in accordance with the teachings of the Catholic Church, and which will realise the Mission statement of the school.

This will involve:

1. Promoting and supporting the Catholic ethos of the school.
2. Attending assemblies, prayer services, school Masses and other religious observances and events, and contributing to the preparation of these throughout the school year.
3. Working to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Development Plan.

Main Duties

1. Work as part of the staff team at the direction of the Headteacher/Deputy Headteacher/SENCO/Class Teacher to support teaching provision and pupils' learning.
2. Under the guidance of the Class Teacher, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
3. At the direction of the Class Teacher, to help to organise classroom activities, and prepare resources.
4. Support the programmes for teaching of Literacy and Numeracy and assist pupils to access the full curriculum.
5. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Management Policy.
6. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.

7. Provide first aid to pupils as necessary, in accordance with school policies.
8. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
9. Supervise pupils in the playground at break times and lunch times and organise play activities.
10. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
11. Undertake any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee

Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, and as identified in Performance Management Processes, undertake training as may be required to enable you to provide the school with effective support or training in particular areas of SEN, in aspects of Literacy, Numeracy, or other curriculum areas, in behaviour management or particular areas of learning need. Training may be provided centrally or in school.
4. Within your contracted hours, attend staff meetings as required.
5. Be aware of the learning and physical needs of the pupils you support and know how to respond appropriately.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.



JOB DESCRIPTION

POST TITLE:

TEACHING ASSISTANT LEVEL 2

GRADE:

Scale 4

DEPARTMENT: St Joseph's Catholic Primary School

RESPONSIBLE/REPORTING TO: Deputy Headteacher

PURPOSE OF THE JOB

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

St. Joseph's is a Catholic school and in discharging your duties you should do so in a manner which will maintain and develop the Catholic ethos of the school, in accordance with the teachings of the Catholic Church, and which will realise the Mission statement of the school.

This will involve:

1. Promoting and supporting the Catholic ethos of the school.
2. Attending assemblies, prayer services, school Masses and other religious observances and events, and contributing to the preparation of these throughout the school year.
3. Working to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Development Plan.

Main Duties

1. Work as part of the staff team at the direction of the Headteacher/Deputy Headteacher/SENCO/Class Teacher to support teaching provision and pupils' learning.
2. Under the guidance of the Class Teacher, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
3. At the direction of the Class Teacher, to help to organise classroom activities, prepare resources and implement strategies for teaching and learning.
4. Support the programmes for teaching Literacy and Numeracy and assist pupils to access the full curriculum. Be familiar with lesson plans, IEP targets and learning objectives.
5. Observe pupils' performance, and using the systems in place in the school/class provide the teacher with feedback on pupil progress in relation to provision.
6. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Management Policy.

7. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
8. Provide first aid to pupils as necessary, in accordance with school policies.
9. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
10. Under the direction of the Class Teacher, communicate with professionals from outside the school and contribute to meetings held to review pupils' progress.
11. In collaboration with the Class Teacher, communicate and liaise with parents and carers to facilitate the progress and inclusion of pupils.
12. Supervise pupils in the playground at break times and lunch times and organise play activities.
13. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
14. Undertake any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee.

Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the School Development Plan, Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, and as identified in Performance Management Processes, undertake training as may be required to enable you to provide the school with effective support or training in particular areas of SEN, in aspects of Literacy, Numeracy, or other curriculum areas, in behaviour management or particular areas of learning need. Training may be provided centrally or in school.
4. Within your contracted hours, attend staff meetings as required.
5. Understand the specific learning and physical needs of the pupils you support, and know how to respond appropriately.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs



JOB DESCRIPTION

POST TITLE: **TEACHING ASSISTANT LEVEL 3**

GRADE: **Scale 5**

DEPARTMENT: **St Joseph's Catholic Primary School**

RESPONSIBLE/REPORTING TO: **Deputy Headteacher**

PURPOSE OF THE JOB

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

St. Joseph's is a Catholic school and in discharging your duties you should do so in a manner which will maintain and develop the Catholic ethos of the school, in accordance with the teachings of the Catholic Church, and which will realise the Mission statement of the school.

This will involve:

1. Promoting and supporting the Catholic ethos of the school.
2. Attending assemblies, prayer services, school Masses and other religious observances and events, and contributing to the preparation of these throughout the school year.
3. Working to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Development Plan.

Main Duties

1. Work as part of the staff team at the direction of the Headteacher/Deputy Headteacher/SENCO/Class Teacher to support teaching provision and pupils' learning.
2. Under the guidance of the Class Teacher, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, Special Educational Needs or Statements of SEN, to help them to achieve to the best of their ability.
3. At the direction of the Class Teacher, to help to plan and organise learning activities. Help to develop and prepare resources, and plan and implement strategies for teaching and learning for individuals and groups of pupils, taking into account their specific needs, including Special Educational Needs.
4. Support the teaching of Literacy and Numeracy and assist pupils to access the full curriculum. Be familiar with lesson plans, IEP targets and learning objectives.
5. Monitor the progress of identified pupils, keep written records consistent with school

systems and provide the teacher with feedback on pupil progress in relation to provision.

6. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Management Policy. Contribute to programmes of support for identified pupils.
7. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
8. Provide first aid to pupils as necessary, in accordance with school policies.
9. Communicate and liaise with other members of the school staff and act as co-ordinator/link person to other teaching assistants.
10. Disseminate information to support staff in order to ensure the most effective provision for pupils' academic, emotional and social development and act as mentor to newly recruited Teaching Assistants.
11. Under the direction of the Class Teacher, communicate and liaise with professionals from outside the school and implement their advice in provision for individuals or groups of pupils.
12. Under the guidance of the SENCO, contribute to setting IEP targets and to IEP reviews. Attend and contribute to meetings to review pupils' progress, and contribute to written reports.
13. In collaboration with the Class Teacher, communicate and liaise with parents and carers to facilitate the progress and inclusion of pupils, e.g. by acting as key worker or implementing home-school liaison systems.
14. Supervise pupils in the playground at break times and lunch times and organise play activities.
15. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
16. Undertake any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee
17. Undertake an area of responsibility e.g. act as co-ordinator for other teaching assistants, co-ordinate training programmes as directed by the headteacher (or representative).

Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the School Development Plan, Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, and as identified in Performance Management Processes, undertake training as may be required to enable you to provide the school with effective support or training in a particular areas of SEN, in aspects of Literacy, Numeracy, or other curriculum areas, in behaviour management or particular areas of learning need. Training

may be provided centrally or in school.

4. Within your contracted hours, attend staff meetings as required.
5. Understand the specific learning and physical needs of the pupils you support, and know how to respond appropriately.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
7. Be prepared to supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

APPENDIX B - PERSON SPECIFICATION GRID FOR TEACHING ASSISTANTS

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

EDUCATION, EXPERIENCE & ABILITIES	LEVEL 1	LEVEL 2	LEVEL 3
Uphold and nurture the development of the Catholic faith of pupils.	*	*	*
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) (or by test).	*	*	*
Attend induction training and training relevant to the post.	*	*	*
Attend school training sessions.	*	*	*
Experience of working with children (either paid or unpaid capacity) preferably in an education setting.	*	*	*
Willingness to undertake NVQ training as appropriate.	*	*	*
Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.	*	*	*
Able to form and maintain appropriate professional relationships and boundaries with children and young people.	*	*	*
Ability and willingness to work as part of a team	*	*	*
Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.	*	*	*
Ability to communicate effectively with a range of people.	*	*	*
Ability to organise the classroom activities e.g. preparing and setting out resources (under direction).	*	*	*
Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L (under direction).		*	*
Ability to deal with sensitive information in a confidential manner.	*	*	*
Willingness to administer basic first aid.	*	*	*
Knowledge & understanding of the National Curriculum including the literacy and numeracy strategies.	*	*	*

EDUCATION, EXPERIENCE & ABILITIES	LEVEL 1	LEVEL 2	LEVEL 3
A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.	*	*	*
A commitment to deliver services within the framework of the school's equal opportunities policy.	*	*	*
Understanding of and commitment to work within the scope of all school policies and procedures.	*	*	*
Knowledge & understanding of the school's health and safety policy.	*	*	*
An understanding of the importance of lesson plans, IEPs and learning objectives and to contribute to their learning.		*	*
Willingness to attend and participate in meetings to review pupil progress.		*	*
An awareness of the learning and physical needs of the pupils.		*	*
Ability to monitor and evaluate pupils' performance.			*
Ability to update and maintain accurate pupil records using the school's systems in place.			*
Ability to deliver Literacy and Numeracy activities to groups of pupils.		*	*
To induct new TA's.			*