



Job Description - Teaching Assistant

At Stonyhurst St Mary's Hall, the role of a Teaching Assistant is largely a generic one. However, there may be some differences within job descriptions as appropriate to the particular class / age of the pupils. Teaching Assistants may be asked to work across the age range and gain experience within different classes.

Core Purpose : -

- To support the teaching and learning and personal development of pupils.
- To undertake a range of duties commensurate with the role, as directed by the Assistant Head Primary Phase or Deputy Head.
- Working with teaching staff, help to plan, prepare and set out in an appropriate way, programmes of work, activities, materials, equipment and resources for groups and for individual children.
- To positively and actively promote the Mission and identity of Stonyhurst St. Mary's Hall and to promote the development of the whole person within the Ignation tradition.

Reporting to : -

- Deputy Head and Headmaster

Key Responsibilities - Classroom

- To support teaching staff in the planning, initiating and facilitating of programmes of work and activities for groups of individual children
- To share responsibility for children working in areas, inside or outside, where a variety of activities are being made available, supporting their learning and development by providing appropriate levels of support and interaction
- Where necessary, and for short periods, provide cover for the class teacher
- To support the teacher making observations and assessments; recording these and reporting information to the teacher
- To contribute to raising standards by ensuring high expectations are set for pupils
- To provide support for teaching staff in respect of the presentation of children's work and with the compilation of 'displays'
- To help with the maintenance and servicing of resources and equipment used to support learning
- To provide general administrative support to the Class teacher and/or subject specialist
- To provide support for any activity under the authority and direction of the Assistant Head Primary Phase or Deputy Head including visits, parents' meetings, maintaining registers and providing cover for colleagues as required and appropriate to the role of Teaching Assistant
- To support the teaching and learning and personal development of pupils
- Working under the direction of the class teacher or subject specialist, to be responsible for the delivery of activities or programmes of work to a group or individual pupils, with due regard to their supervision and supporting their learning and development by providing appropriate levels of support and interaction

Key Responsibilities - Pastoral

- To establish and develop a good relationship with parents and carers, encouraging dialogue, co-operation and partnership, providing a listening ear but at all times mindful of appropriate confidentiality requirements
- To share responsibility for the supervision of children at Recreation breaks and Lunchtime
- To assist with the supervision of pupils outside lesson times at various times of the school day, as reasonably directed by the Assistant Head Primary Phase
- Take an interest in the boarding life of the school and make a meaningful contribution to personal development beyond the formal classroom environment
- Where appropriate (and mindful of levels of training required) provide First Aid to pupils and report details of any accidents to the relevant teacher, the parent or carer and the Health Centre as required

Generic Responsibilities

- To be mindful at all times of issues relating to Safeguarding and Health and Safety
- To comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To keep up-to-date with current childcare legislation and practices
- To attend and participate in meetings as required by the Headmaster
- To uphold and support the mission and distinctive identity of the school
- To contribute, as appropriate, to the wider life of the Stonyhurst St. Mary's Hall community
- To regularly reflect upon and evaluate professional performance
- To discuss professional development with the Assistant Head Primary Phase and Deputy Head and to participate in relevant training courses
- To support and be available to attend the key whole school events including parents Weekends and Open Days
- You may also be required to undertake such other comparable duties as reasonably required by the Headmaster

Person Specification

- Level 3 Teaching Assistant/HLTA desirable but not essential
- GSCE (or equivalent) Maths and English A-C grade
- Knowledge of providing a stimulating curriculum
- Recent experience in a classroom environment
- Proven experience, understanding and empathy for children in this age range
- Experience of observation and assessment of children's development
- A Paediatric First Aid qualification would be desirable but not essential