



**St Ralph  
Sherwin**  
Catholic Multi Academy Trust

## Job Description

Job Description Post: Teaching and Learning Assistant

Establishment: St Elizabeth's Catholic Voluntary Academy

Part of the SRSCMAT (St Ralph Sherwin Catholic Multi Academy Trust.)

Responsible to: The Headteacher

Liaison with: Teaching staff /Teaching assistants /Professional staff involved in the education of children and Parents.

Purpose of the Post: To carry out the duties and responsibilities within the guidelines agreed framework for Teaching Assistants and the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of the school.

### **Duties and Responsibilities: Working under guidance to:**

1. Plan and deliver learning activities under the direction and guidance of the class teacher.
2. Work closely with the class teacher to contribute to the management of pupil behaviour, maintain order and an appropriate working environment, including implementation of the school's behaviour policies.
3. Report to the teachers on the behaviour of pupils during lessons and any issues arising.
4. Establish and promote productive relationships with pupils, acting as a role model and setting high expectations.
5. Promote the inclusion of all pupils within the classroom and school.
6. Liaise closely with teachers and other relevant agencies regarding the work set for a class/group/individual.
7. Assist with setting out learning materials.
8. Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support the pupil's learning and progress.
9. Effectively communicate the work set by the class teacher to the pupil and ensure that the pupil is aware of the teacher's expectations.
10. Encourage the pupil to interact and work co-operatively with others and ensure that the pupil is engaged on the set task.
11. Respond knowledgeably to any questions from the pupil about process and procedures.
12. Observe and report on pupil performance. Update relevant records at agreed time intervals.
13. Ensure the health, safety and welfare of pupils is maintained at all times.
14. Promote social and emotional development of pupils.



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15. Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
16. Support the use of ICT in the classroom.
17. Provide literacy/numeracy support to allow access to the curriculum.
18. Provide support for multi-lingual/bilingual pupils e.g. help pupils to access the curriculum and support the development of target language.
19. Assist with the development and implementation of Virtual school requirements, EHCPs and IEP's.
20. Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action administering first-aid if qualified to do so.
21. Collect any completed work after the lesson and return it to the class teacher as appropriate.
22. Accompany teaching staff and pupils on educational visits.
23. Assist with supervision at playtimes.
24. Supervise individuals during statutory tests.
25. Put up displays to enhance the classroom environment.
26. Contribute towards the overall Catholic ethos, Mission statement and work of the school.
27. Be aware of, uphold and contribute towards the development of the school's policies and procedures.
28. Participate in appropriate school-based meetings and training activities.
29. Undertake any administrative duties relevant and appropriate to this post.
30. Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
31. Maintain confidentiality at all times and observe Data Protection Guidelines.
32. Understand and comply with the school's/RSCMATs equal opportunities and other policies.
33. Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

#### Methods of Working:

1. The post holder must carry out his/her responsibilities within the guidelines of the RSCMAT and the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of schools.
2. To understand and comply with the School's / RSCMATs Child Protection / Safeguarding policies and Guidelines.



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3. To maintain confidentiality and observe Data Protection and associated GDPR guidelines where appropriate.
4. To carry out the duties and responsibilities of the post in compliance with the School's/ RSCMAT Equal Opportunities Policy.
5. To understand and comply with the School's Health and Safety Policy in the performance of their duties and responsibilities.
6. To understand and comply with all other relevant CES / RSCMAT/school policies.
7. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.

CES – Catholic Education Service

RSCMAT Ralph Sherwin Multi Academy Trust