



# St. John Fisher Catholic Primary School



## JOB DESCRIPTION Teaching Assistant/Teaching Assistant 1:1

---

### 1. ROLE PURPOSE

To support pupils to achieve their full potential and benefit from the best possible education, learning environment and care.

Key accountabilities include:

- To work under the direct instruction of teaching/ senior staff, usually in the classroom with the teacher, to support access to learning for pupils.
- To provide general support to the teacher in the management of pupils and the classroom, including preparation, and routine maintenance of resources/equipment.
- To work under the instruction/ guidance of teaching/ senior staff to undertake work/ care/ support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area and may include preparation and maintenance of resources and support to staff and pupils.

### 2. DUTIES AND RESPONSIBILITIES

#### Support for pupils

- Attend to the pupils 'needs including social, health, physical, hygiene, and first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

#### Support for the teacher

- Prepare classroom as directed for lessons, clear afterwards, and assist with the display of pupils' work.
- Deliver a range of learning support for existing systems or processes to agreed standards, to maximise quality of teaching and learning.
- Be aware of pupil progress and achievements, report to the teacher as agreed.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.
- Undertake pupil record keeping as requested.
- Provide clerical/admin support, e.g. photocopying.
- Establish constructive relationships with parents/ carers.

## **Support for the school**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Be supportive of the Catholic ethos of the school, including participation in prayer and worship within and beyond the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including break times and lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

## **Other**

- To participate actively in supporting the principles and practice of equality of opportunity as laid down in the School's Policy.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate and to comply with the school Health and Safety Policy.
- As a term of employment to carry out any other reasonable duties and/or times of work as may be reasonably required of you in accordance with the grade and general level of responsibility within the organisation.