



## **1 TITLE GRADE AND POST**

**Teaching Assistant**

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## **2 PURPOSE OF POST**

1. To promote the religious ethos of the school by nurturing the Catholic faith of all pupils and by preparing them for adult life.
2. To work as part of the Learning Support Team in supporting and including students with learning difficulties/disabilities in mainstream classes.
3. To carry out other associated duties as may be assigned by the Headteacher in accordance with the values expressed in the School Mission Statement:

*'Our school strives to be a Catholic community in which Christian principles of care and respect are valued, with emphasis on the development of the individual through academic achievement and personal development.'*

## **3 ACCOUNTABILITIES AND RELATIONSHIPS**

The post holder is responsible for carrying out his or her professional duties in accordance with all school policies and procedures and under the reasonable direction of the SENDCo.

1. The post holder is responsible:
  - Through the SENDCo and Deputy Head to the Headteacher for supporting teaching duties in accordance with the school timetable and departmental and school policies
  - Through the Heads of Year and Pastoral Director to the Headteacher for all pastoral matters
2. The post holder is also responsible for establishing and maintaining professional relationships with colleagues in order to further the aims of the school, particularly with regard to enhancing the quality of learning and teaching in the school.

## **4 PROFESSIONAL DUTIES**

The professional duties of a teaching assistant are set out below:



## 4.1 In relation to the individual student:

1. To develop an understanding of the special educational needs of the student/s concerned.
2. To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
3. To build and maintain successful relationships with students, treat them consistently, with respect and consideration.
4. To help promote independent learning.
5. To help reinforce learning.
6. To assist students with physical needs.
7. To help students record work in an appropriate way.
8. To develop study and organisational skills.
9. To help keep the students on task and to build motivation.
10. To model good practice.
11. To help build the student/s' confidence and enhance self-esteem.

## 4.2 In relation to the teacher:

1. To have formal and informal meetings with teachers to contribute to planning lessons/activities.
2. To prepare materials and resources.
3. To prepare students beforehand for a task.
4. To work on differentiated activities with identified groups.
5. To support the teacher in implementing specific teaching programmes.
6. To supervise practical tasks.



7. To carry out structured classroom assessment/ observation and feedback outcomes.
8. To be involved in keeping records and evaluating identified students' progress.
9. To deliver structured programmes of learning e.g. reading, handwriting, mathematics as directed by the SENDCo.
10. To supervise learning support lessons and help prepare students for external examinations.

#### **4.3 In relation to the school:**

1. To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
2. To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
3. To identify personal training needs and to attend appropriate internal and external in-service training.
4. Any other tasks as directed by the Head teacher which fall within the purview of the post.

#### **4.4 Assessments and Reports**

1. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

#### **4.5 Performance Management**

1. Participating in the school's performance management process

#### **4.6 Review: Further Training and Development**

1. Reviewing from time to time his or her methods of supporting students and work practices
2. Participating in arrangements for further training and professional development



## 4.7 Discipline, Health and Safety

1. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

## 4.8 Staff Meetings

1. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

## 4.9 Public Examinations

1. Participating in arrangements for preparing pupils for public examinations; invigilating exams; scribing for individuals; and marking literacy papers as directed.

## 6 ADMINISTRATION

1. Participating in administrative and organisational tasks related to such duties as are described above
2. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions