



## St Joseph's Catholic Primary

Plaistow Lane, Bromley, Kent BR1 3JQ | 0208 460 1976

admin@st-josephs.bromley.sch.uk | www.st-josephs.bromley.sch.uk

Acting Headteacher: Mrs Rebecca England

Chief Executive: Mr David Garrido

**Job Title:** Teaching Assistant

**Line Manager:** Class Teacher / SENCo / Head Teacher

**Responsible to:** Class Teacher / SENCo / Head Teacher

**Main Functions:** To assist in promoting the learning and personal development of the children, to enable them to make best use of the educational opportunities available to them.

- 1 To aid the pupils to learn as effectively as possible both in group situations and on their own by, for example:
  - Clarifying and explaining instructions
  - Ensuring the pupils are able to use equipment and materials provided
  - Motivating and encouraging the pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
  - Using praise, commentary and assistance to encourage the pupils to concentrate and stay on task
  - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENCO
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make appropriate resources to support the pupils
- 2 To establish supportive relationships with the pupils
- 3 To promote the acceptance and inclusion of the pupils with SEN where appropriate, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- 4 Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- 5 To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- 6 To mark pupils' work under the direction of the class teacher.
- 7 To support the pupil in developing social skills both in and out of the Classroom.
- 8 To support the use of ICT in learning activities and with specific programmes to support learning.



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- 9 To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.
- 10 Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
- 11 When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
- 12 Where appropriate, to know and apply positive handling techniques.
- 13 To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- 14 Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
- 15 To be aware of confidential issues linked to home/pupil/teacher/school.
- 16 To contribute towards reviews of the pupil's progress as appropriate.
- 17 To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- 18 To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties.
- 19 To be willing to support playground/break time supervision e.g. Educational games, homework clubs etc.
- 20 To accompany teacher and pupils on educational visits.
- 21 To provide individual support, as required, during examination sessions.
- 22 To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.



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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (TA)

Signed..... (HT/SENCO)

Date.....