

Our Lady of Victories RC Primary School

Teaching Assistant Job Description

Main Responsibilities	• assist pupils on an individual basis, in small groups and whole class work • explain tasks simply and clearly and foster independence • encourage pupils to interact and work together with others and engage all pupils in activities • supervise pupils with confidence, promoting positive attitudes, wellbeing and behaviour • attend to personal needs of pupils, general hygiene and safety
Support for the Teacher	• assist the teacher in establishing an appropriate learning environment • undertake specific work/record keeping as agreed with the teacher • work constructively as part of a team, understanding classroom roles and responsibilities and own position within these • assist in marking of pupils work accurately as directed by the teacher • contribute to maintaining pupil records (numeracy, reading, spelling) • provide use of basic technology – computer, iPad (photography & video) and photocopier • support and participate in off-site activities
Support for the Curriculum	• Support the use of ICT in learning activities and help pupils to access learning activities through specialist equipment and resources • monitor and maintain curriculum resources • display pupils work effectively; make basic teaching resources
Support for the School	• support the safeguarding of pupils • support the overall work, aims and Catholic ethos of the school • participate in training and performance development as required • work as part of a team ensuring lunchtimes and breaks are covered • maintain confidentiality inside and outside the workplace