



TEACHING ASSISTANT – JOB DESCRIPTION

Under the teacher's clear guidance, to support the education, personal and social development of pupils in the class, including those with special needs and/or bilingual needs and to establish positive relationships with pupils.

SUPPORT FOR PUPILS

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, 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.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

SUPPORT FOR THE TEACHER

- To assist in the monitoring/recording of pupil progress, problems and developmental needs.
- Undertake pupil record keeping and other admin work as requested.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- Gather/report information from/to parents/carers as directed.
- To assist in the production of teaching aids.
- To administer routine tests, assist in the invigilation of examinations and undertake routine marking of pupil work.

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions.
- Support pupils in respect of schemes of work as directed by the pupils.
- Support pupils with literacy across the curriculum as required.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Be aware of and support difference, and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- 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 before and after school and at

lunchtimes.

- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.
- 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.

EXPERIENCE
<ul style="list-style-type: none">• Working with or caring for children of relevant age
QUALIFICATIONS
<ul style="list-style-type: none">• Good numeracy/literacy skills essential
KNOWLEDGE/SKILLS
<ul style="list-style-type: none">• Appropriate knowledge of first aid• Use basic technology – computer, video, photocopier• Ability to relate well to children and adults• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Sacred Heart is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring Service check and online/social media check.