



ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION TEACHING ASSISTANT

Main Purpose of the Job

To work with other members of the staff team in the care and education of pupils, particularly those identified as in need of learning support.

Duties and Responsibilities

1. General assistance to teachers and other school staff
 - To work with individuals and groups of children within the classroom.
 - To work with children outside the classroom in specialist support groups.
 - To liaise with teachers at agreed times to ensure effective communication concerning the progress of individual pupils.
 - To assist with the preparation and production of learning resources and display materials.
2. Care and Supervision of Children
 - To help with the supervision of children around the school, and in assembly or on the playground on occasions.
 - To assist with all aspects of personal care as necessary.
 - To help care for and supervise children on school outings.
 - To assist with the provision of First Aid.
3. Other Responsibilities
 - To liaise with the SENCO over the particular needs and progress of individual children on the school's SEN Register.
 - To assist staff in the assessment of children's progress.
 - To work with identified children, individually or in small groups, on particular aspects of the curriculum as agreed with the teachers, and advise the teachers of progress made.
 - To maintain records of the work undertaken with children in need of learning support, and to discuss these records with the staff and Inclusion Leader at regular intervals.
 - To help in the devising, production and reproduction of teaching and learning materials for children in need of learning support.
 - To assist in the displaying of children's work around the school in liaison with teaching staff.
 - To participate in relevant training opportunities and attend staff meetings where appropriate.
4. Other Duties and Responsibilities
 - To take on a lunchtime cover responsibility
 - To perform other duties of a similar nature and at a similar level of responsibility to those described, which may be allocated at the time.

Responsible to: The Deputy Headteacher

This Job Description may be amended by agreement after discussion at any time.