



## St George's Catholic Voluntary Academy

*We are learning and growing together as God's family.*

*We will always do our best to love and respect each other as we prepare for our future.*

### Job Description

This job description outlines the specific responsibilities related to the above position.

**Position:**                    **TEACHING ASSISTANT**

#### **Core Purpose**

To facilitate learning and teaching and to work under the direction of the Inclusion Manager/Senior Staff, together with the Class Teacher, within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

Teaching Assistants are part of an effective team that teach, support and nurture pupils taking into account their interests, language and cultural background. They are expected to be conscientious and loyal to the aims and objectives of the school, having regard at all times to the Catholic character of the school, and not do anything detrimental or prejudicial to the interest of the same. They endeavour to ensure pupils are feeling secure and are able to access teaching and learning in order to reach their full potential.

#### **Responsibilities**

##### **SUPPORT FOR PUPILS**

- *Use specialist (curricular/learning) skills/training/experience to support pupils*
- *Assist with the development and implementation of SEN support plans /Behaviour/Support/Mentoring plans*
- *Supervise and provide particular support for pupils, including those with special educational needs, ensuring their safety and access to learning activities*
- *To undertake intervention/care support programmes and evaluate their impact*
- *Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.*
- *Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.*
- *Encourage pupils to act independently as appropriate and employ strategies to recognise and reward achievement of self-reliance*
- *Be aware of attainment levels of pupils*
- *To work with key outside agencies such as Educational Psychologist, Speech and Language Therapist, Occupational Therapist and other paediatric services*

## SUPPORT FOR THE TEACHER

- *Work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate for individual and groups of children*
- *Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives*
- *Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence as requested.*
- *Undertake marking of pupils' work under direction and accurately record achievement/progress*
- *Liaise sensitively and effectively with parents/carers as agreed with the teacher within their role/responsibility and participate in feedback sessions/meetings with parents, or as directed.*
- *Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour*

## SUPPORT FOR THE CURRICULUM

- *Implement The National Curriculum, e.g. literacy, numeracy, Early Years, KS1, KS2 and make effective use of opportunities provided by other learning activities to support the development of relevant skills*
- *To take responsibility for the successful delivery of complete educational work programmes or longer-term activities within a programme (i.e. 6 – 8 weeks) to groups of children, some with complex needs within specific areas of competence or using a wide range of specialist knowledge, with a minimum of supervision*
- *Select and prepare resources necessary to support learning activities, taking account of pupils' interests and language and cultural background*
- *Help pupils to access learning activities through specialist support*
- *Determine the need for, prepare and maintain general and specialist equipment and resources*
- *Use ICT effectively to support learning activities and develop pupils' competence and independence in its use*
- *Participate in training and other learning activities and performance development as required*
- *Keep evidence of work and pupil progress in agreed school pro-formas.*

## SUPPORT FOR THE SCHOOL

- *Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils*
- *Provide appropriate guidance and assist in the training and development of other less experienced staff as appropriate.*
- *Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person*
- *Be aware of and support inclusion and ensure all pupils have equal access to opportunities to learn and develop and that all pupils are accepted.*
- *Assist with the supervision of pupils out of lesson times, at lunchtimes as an SMSA required as part of the role.*
- *Accompany teaching staff and pupils on visits, trips and out of school activities as required*
- *Attend and participate in relevant meetings/inset, and other training as required*
- *Provide maintenance cover for classes if relevant on request.*

To support the Catholic Ethos and wider aspirations of the school.