



## **Job Description Teaching Assistant**

This appointment is with the Academy Committee of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

### **Core Purpose**

As a Teaching Assistant at Ss Peter & Paul Catholic Primary School the core purpose of the job is to assist and support Classroom Teachers with the education of children in our School.

### **Duties and Responsibilities**

1. Assist teaching staff as required, including helping individual children and groups with the full range of curriculum activities and use of information technology as appropriate.
2. Prepare, display and mount work, set out equipment/materials for educational use under the direction of Class Teachers.
3. In collaboration with Class Teachers, ensure classrooms and other teaching areas are kept in a tidy state and that equipment and materials are stored correctly.
4. Undertake supervision of children in the playground and dining room as determined by the Principal/Vice Principal/Business Manager.
5. Liaise with teachers and other staff at the school to obtain, exchange and record information on individual children.
6. Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing; the changing of soiled clothing and its disposal in an appropriate way.
7. Assisting with children's injuries and, where appropriately qualified, administering first aid.
8. Assist with the administering of medicines under the direction of the Academy's Medicine Policy.
9. Assist with the identification and monitoring of children's general health and welfare.
10. 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.
11. Assist with tasks in respect of classroom activities as required including maintaining library books records; classroom supplies and general classroom duties such as photocopying, filing etc.
12. Assist Class Teachers in preparing and supervising outings and visits as required.
13. Assist Class Teachers in supporting volunteer helpers and students in the classroom.
14. Assist Class Teachers in supporting Home/School Links initiatives.

15. Attend staff meetings and Parent Consultations as necessary.
16. Assist supply staff with daily classroom routine as determined by Class Teacher.
17. To attend planning meetings when required.
18. And such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018)

**Responsible to:**      **Principal**

**Agreed by.....**      **Date .....**

**Principal.....**      **Date .....**

**Review date:** This job description will be reviewed in May 2023 but may be reviewed before this date should the duties change.

# Ss Peter & Paul Catholic Primary School



# Ss Peter & Paul Catholic Primary School

Learning and loving on our journey with Jesus

## Person Specification Teaching Assistant

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>Understanding of relevant codes of practice/ and legislation</li><li>Basic understanding of child development and learning</li><li>Training in relevant learning strategies</li></ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>To effectively use ICT equipment</li><li>Ability to relate well to children and adults</li><li>To work constructively as part of a team</li><li>Ability to self-evaluate learning needs</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>Experience of working with children of relevant age or with specific special needs.</li></ul>
<b>Educational:</b>	<ul style="list-style-type: none"><li>Good literacy and numeracy skills</li><li>NVQ II for Teaching Assistants or equivalent qualifications and experience</li></ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.</li><li>An enhanced DBS check will be required.</li><li>Understanding and commitment to equal opportunities.</li></ul>

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy's Equal Opportunities Policy. Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018).