



## **Job Description**

### **Teaching Assistant 2023**

**Salary and Grade:** £23,114-£24,294 (pro-rata) – Grade 3  
**Responsible to:** The Headteacher and Governing Body

### **Teaching Assistant**

The appointment is with the Governors of the school under the terms of the Catholic Education Service contract signed with the Governors as employers. The post-holder will, by personal example and professional leadership, ensure that the Catholic ethos and Mission of the school permeate all aspects of the life of the school.

*The job description may be amended at any time following discussion between the headteacher and member of staff and will be reviewed annually.*

### **SUPPORT FOR CLASS TEACHERS**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities for individuals and groups of pupils
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 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.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work that you have instigated or supported
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

### **SUPPORT FOR PUPILS**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according 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.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

## **SUPPORT FOR THE SCHOOL CURRICULUM**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

## **SUPPORT FOR THE SCHOOL COMMUNITY**

- 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.
- 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.
- Attend and participate in 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 and take responsibility for a group under the supervision of the teacher.
- Assist with the supervision of pupils during the first day of the absence of your class teacher.

Also to carry out such other related duties and responsibilities as may be reasonably allocated, as the need arises, by the Headteacher in consultation with the teacher

Agreed by:

Signed: .....(Teacher)

Signed:.....(Headteacher)

Date: .....

Date: .....