



Diocese of Hexham and Newcastle

St Peter's RC Primary School

Job Description – Teaching Assistant (Level 3)

Name: Generic

To work under the guidance of teaching staff and within an agreed system of supervision, to implement agreed work programmes with individual/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 management/preparation of resources. Staff will also supervise whole classes occasionally during the short term absence of teachers and will need to respond to questions and generally assist pupils to undertake set activities. The primary focus will be to maintain good order and keep pupils on task.

The key roles of the post will generally include:

Providing support for pupils by: -

- ❖ Using specialist (curricular/learning) skills/training/experience to support pupils
- ❖ Assisting with the development and implementation of IEP's
- ❖ Establishing productive working relationships with pupils, acting as a role model and setting high expectations
- ❖ Promoting the inclusion and acceptance of all pupils within the classroom
- ❖ Supporting pupils consistently whilst recognizing and responding to their individual needs
- ❖ Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities
- ❖ Promoting independence and employ strategies to recognize and reward achievement of self-reliance
- ❖ Providing feedback to pupils in relation to progress and achievement

Providing support for the teacher by: -

- ❖ Working with the teacher to establish an appropriate learning environment
- ❖ Working with the teacher in lesson planning, evaluating and adjusting lessons/planning as appropriate
- ❖ Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against learning objectives
- ❖ Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters
- ❖ Responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- ❖ Undertaking marking of pupils' work and record achievement/progress as agreed with the teacher
- ❖ Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour
- ❖ Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents
- ❖ Administering and assess routine tests and invigilate exams/tests
- ❖ Providing general clerical/ admin. Support e.g. produces worksheets for agreed activities

Providing support for the curriculum by: -

- ❖ Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- ❖ Implementing local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- ❖ Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
- ❖ Helping pupils to access learning activities through specialist support
- ❖ Determining the need for, prepare and maintain general and specialist equipment and resources

Providing support for the school by: -

- ❖ Being aware of and complying with policies and procedures relating to child protection, behaviour, anti bullying, anti racism, health, safety and security, confidentiality and data protection
- ❖ Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- ❖ Contributing to the overall ethos/work/aims of the school
- ❖ Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- ❖ Attending and participating in regular meetings
- ❖ Participate in training and other learning activities as required
- ❖ Recognising own strengths and areas of expertise and use these to advise and support others
- ❖ Providing appropriate guidance and supervision and assist in the training and development of staff as appropriate
- ❖ Supervising pupils on visits, trips and out of school activities as required
- ❖ Other such responsibilities allocated which are appropriate to the grade of the post