

**English Martyrs' Catholic Primary School**

**JOB DESCRIPTION**

**POST TITLE:** Teaching Assistant

**GRADE:** Scale Point 4

**RESPONSIBLE TO:** SLT

**Overall Objectives of the Post:**

Purpose of this role:

The TA will provide support for pupils, the teacher and the academy in order to raise standards of achievement for all pupils. The TA will do so by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and supporting classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

**Key Responsibilities**

- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/ preparation of resources for students
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with Academy policies and procedures

**Main Duties: Teaching and Learning**

- Support planning and delivery of the curriculum
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the indoor and outdoor classroom and interventions
- Use behaviour management strategies, in line with the academy policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- Organise and safely manage the appropriate learning environment and resources
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language
- Support the role of parents in pupils' learning and contribute to meetings with parents.

### **Monitoring and Assessment**

- With teachers evaluate pupils' progress through a range of assessment activities
- Look to plan activities which support and develop our children
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
- Monitor pupils' participation and progress and provide constructive feedback where appropriate to pupils in relation to their progress and achievement
- Assist in maintaining and analysing records of pupils' progress
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children
- Contribute to the overall ethos, work, aims of the academy by attending relevant meetings and contributing to the development of policies and procedures within the academy
- Participate in training days/events as requested

### **Behavioral and Pastoral**

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant academy policies and procedures
- Understand and implement academy child protection procedures and comply with safeguarding and legal responsibilities
- Assist in maintaining good discipline of pupils throughout the academy and escort and supervise pupils on planned visits and journeys
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to academy and community links
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education (these may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists)
- To promote the safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To undertake other duties appropriate to the post that may reasonably be required from time to time

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.