



St. Peter's Catholic Primary School
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Following in Jesus' footsteps, we live, love and learn together as a school family to build a better world.

Teaching Assistant (Grade 5) Job Description

Job details

Job title: Teaching Assistant (TA)

Salary: Grade 5 pt 11-14

Reporting to: Inclusion Lead

Main purpose

The TA will:

- Work with class teachers to raise the learning and attainment of all pupils, with a particular focus on those with special educational needs and disabilities (SEND). This will involve assisting the teacher in planning for individuals/groups and the management and preparation of resources to meet the learners' needs
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including those with special educational needs and disabilities (SEND)
- Undertake activities necessary to meet the physical and emotional needs, and to foster the intellectual and social development, of children
- Be prepared for lessons: know the learning outcome, how you will deliver the learning, ensure resources are prepared in advance so time is not lost and speak to the teacher if you do not understand the lesson objectives, delivery or outcomes
- Lead on interventions as directed by the Inclusion Manager or Headteacher
- Observe pupil performance and pass observations on to the class teacher
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures



- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Support the medical needs of individuals as directed by the class teacher
- Undertake any other relevant duties given by the class teacher

Planning

- Be proactive and assist the teacher in the planning of learning programmes to meet pupils' needs
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns you may have about the pupils you work with
- Understand your role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard and promote pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection incorporating safeguarding policy

- Follow school policies and the staff code of conduct.
- Look after children who are upset or have had accidents

Professional development

- Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Read and be familiar with the Professional Standards for Teaching Assistants

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other areas of responsibility

Please note that this TA job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.