



Job Description Teaching Assistant 2018

“UT SINT UNUM – THAT THEY MAY BE ONE”

Name:

Job title: Teaching Assistant

Responsible to: SLT and TA Team Leader

Job purpose:

- along with teachers and other teaching assistants be responsible for the learning and achievement of children in your class
- at all times, demonstrate an excellent understanding of how children learn and have high personal and professional standards
- be clear about the expectations of being a Teaching Assistant at St Louis School, including the protocols as laid out in our staff handbook
- treat all pupils with dignity, building respectful relationships and at all times observing proper boundaries appropriate to a TA's professional position
- take responsibility for promoting and safeguarding (including health and safety) the welfare of all children and staff in our school
- work proactively and effectively in collaboration with other school staff including the TA Team Leader in the best interests of pupils
- promote Christian and British values so that our children grow into respectful citizens with a deep spiritual, moral and cultural awareness

Main duties and responsibilities

Working in partnership with the Class Teacher

Teaching and Learning

- assist the class teacher in all teaching and learning activities
- work with and support individuals or groups of children on specific teaching and learning activities set by the teacher
- support children with their learning by adapting and/or interpreting lessons, activities instructions etc.
- assist, as directed, the implementation of specific learning, or SEN intervention programmes
- assist with the general management and organisation of children and any resources or equipment etc. needed for the lessons.

- promote resilience and independence so that children develop as effective learners
- display work imaginatively as a celebration of achievement and as a tool for learning
- prepare the classroom and associated areas for use including preparing materials, and setting out equipment, apparatus etc.
- clean and put away materials, equipment and apparatus after use. Tidy the classroom and associated areas
- make high quality resources and worksheets as required
- do other administrative tasks as directed by the teacher

Behaviour and safeguarding

- understand the principles of effective behaviour management and demonstrate this in your daily practice.
- guide and assist the development of children's social behaviour, attitudes and skills as appropriate, making reference to the School's Behaviour policy and Code of Conduct
- be familiar with the school staff handbook and understand your role in providing a safe environment where children's emotional and physical needs are well cared for
- be familiar with all policies relating to safeguarding, including health and safety and understand your role and responsibilities in relation to these
- always act in a way that promotes equality and respect

Team work and collaboration

- work in ways that promote collaboration, team work and effective professional relationships and set the highest standards and example to others
- form positive and effective relationships with pupils, staff, parents, governors and members of the wider community so the ethos of the school is reflected in the way we work together
- liaise with other professional services as required such as Speech and Language therapists
- contribute to displays in communal areas throughout the school as and when required

Professional development and standards

- act in accordance with all school policies, particularly those relating to safeguarding, child protection (including use of camera, mobile phones and social media) confidentiality and data protection, health & safety and security; reporting all concerns to the Designated Lead Person for Safeguarding
- be responsible for improving your own practice by participating fully in training and development opportunities including acting on feedback and advice from senior colleagues
- participate fully in the professional review processes of the school
- use social media in a responsible way that does not bring yourself or the school into disrepute and understand the school's policy on this
- at all times promote high standards of spoken and written English

Other professional responsibilities

- undertake playground and lunchtime and after school duties as required
- supervise children as and when required including on school trips and outings
- to administer first aid and medicines as and when required
- become involved in the wider life of the school by attending or supporting school events wherever possible e.g. summer fete etc.

Whilst every effort has been made to explain the main duties and responsibilities of this post it is not possible to identify each individual task undertaken. Employees will be expected to comply with any reasonable request from the Head Teacher or member of the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees of our school are expected to maintain the highest professional standards at all times.

Prepared by Finance, Premises and Personnel Committee:

Signed: Date:.....

Chair of Governors: Date:.....