



## St Joseph's Catholic Primary School

### Job Description

**JOB TITLE:** Teaching Assistant  
**REPORTS TO:** Class teacher  
**Pay grade:** H2

**Purpose of the role:** To work with teachers to support teaching and learning by working with individuals or small groups of children under the direction, guidance and direct supervision of the classroom teacher.

#### Responsibilities:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions to support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To support the Catholic ethos of the school.

#### Teachings Assistants in this role may also undertake some or all of the following:

- Record basic pupil data
- Support children's learning through play
- Assist with break-time and lunch-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Provide short term cover supervision of classes
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays

<b>Knowledge</b>	<b>Competencies</b>
NVQ level 1 (or equivalent)	Communication (written and verbal)
Maths and English GCSEs (A-C)	Problem Solving
Ability to effectively use ICT	Team working
Awareness of Health, wellbeing and safety	Active Listening
Awareness of keeping children safe	Motivation
Awareness of Data protection and confidentiality	Organisational skills
Basic knowledge of First Aid	Flexibility