

**JOB DESCRIPTION
TEACHING ASSISTANT**

Main Purpose of the Job

To work with other members of the staff team in the care and education of pupils, particularly those identified as in need of learning support.

Duties and Responsibilities

1. General assistance to teachers and other school staff
 - To work to a timetable in classrooms carrying out a variety of tasks as agreed with the teachers.
 - To work with individuals and groups of children within the classroom.
 - To work with children outside the classroom in specialist support groups.
 - To liaise with teachers at agreed times to ensure effective communication concerning the aims and organisation of support provision and the progress of individual pupils.
 - To assist with the preparation and production of learning resources and display materials.
2. Care and Supervision of Children
 - To help with the supervision of children around the school, and in assembly or on the playground on occasions.
 - To help care for and supervise children on school outings.
 - To assist with the provision of First Aid.
3. Other Responsibilities
 - To liaise with the Inclusion Leader/ SENCO over the particular needs and progress of individual children on the school's SEN Register.
 - To assist staff in the assessment of children's progress.
 - To work with identified children, individually or in small groups, on particular aspects of the curriculum as agreed with the teachers, and advise the teachers of progress made.
 - To maintain records of the work undertaken with children in need of learning support, and to discuss these records with the staff and Inclusion Leader at regular intervals.
 - To help in the devising, production and reproduction of teaching and learning materials for children in need of learning support.
 - To assist in the displaying of children's work around the school in liaison with teaching staff.
 - To participate in relevant training opportunities and attend staff meetings where appropriate.
4. Other Duties and Responsibilities
 - To perform other duties of a similar nature and at a similar level of responsibility to those described, which may be allocated at the time.

Responsible to: The Headteacher

This Job Description may be amended by agreement after discussion at any time.

ST. TERESA'S CATHOLIC PRIMARY SCHOOL & NURSERY

PERSON SPECIFICATION TEACHING ASSISTANT

Job Related Knowledge

The ability to respond flexibly to the needs and sensitivities of children from different backgrounds

Experience and Training

Essential

- Experience of working with children in a school environment.

Desirable

- Experience of working with children who have special educational needs.
- Relevant support staff qualifications relating to work with children
- Relevant and recent First Aid Qualifications and training.
- Experience of accompanying children on outings.

Job Related Aptitude and Skills

Essential

- The ability to work independently with initiative and flexibility.
- The ability to work collaboratively as part of a team.
- The ability to ensure that children are cared for and supervised appropriately.

Desirable

- Knowledge and experience of working with ICT systems and laptop computers.
- Experience of creating and arranging learning and teaching aids and display materials.

Personal Qualities

Candidates should have:

- Evidence of a good standard of education i.e. good literacy and numeracy skills
- The ability to support the Christian ethos of the school
- The ability to relate positively to children and adults
- Flexibility and a good sense of humour
- Enthusiasm and patience
- The ability to be well organised and maintain a tidy, orderly, working environment