



## **JOB DESCRIPTION**

**St Bede's Catholic Primary School,  
South Shields**  
*(Part of Bishop Chadwick Catholic Education Trust)*



**“With Christ at our side to guide us, we shine in all that we do.”**

**POST TITLE: Teaching Assistant (term time only)**

**CONTRACT: 32.5 hours per week, term time only, fixed term until 31<sup>st</sup> August 2025**

**SALARY: SCP6: £18,754.85 pro rata (FTE - £25,183)**

**Permanant position**

**RESPONSIBLE TO: Mrs Carol Devine, Headteacher**

### **JOB PURPOSE:**

#### **Overall Objectives of the Post:**

Under the direct guidance of teaching staff, your role is to support learners in achieving their full potential and to assist teachers in managing both pupils and the classroom environment. This may involve providing one-on-one support for pupils with special educational needs and disabilities (SEND), depending on their individual requirements. Your work can take place either within the classroom or in other designated learning areas.

In addition, you'll assist teachers throughout the entire planning cycle, including the management and preparation of resources. At times, you may be required to supervise whole class sessions, ensuring good order is maintained and pupils remain focused on their tasks. Flexibility is key, as you will work across different classes throughout the school.

Your responsibilities also include supervising pupils during lunchtime, whether in the dining hall or on the playground, ensuring their safety and promoting positive behaviour.

**Job Purpose:****Duties and responsibilities:****Supporting pupils**

1. Supervise pupils during lunchtime either in the dining hall or on the playground.
2. Establish constructive relationships with pupils and interact with them according to individual needs.
3. Promote the inclusion of all pupils.
4. Encourage pupils to interact with others and engage in activities led by the teacher.
5. Set challenging and demanding expectations and promote self-esteem and independence.
6. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

**Teaching and learning**

1. Have high expectations of children with a commitment to helping them to fulfil their potential.
2. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
3. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
4. Assist with the planning of learning activities and lesson plans.
5. Administer routine tests and undertake routine marking of pupils' work.
6. Provide clerical/administrative support e.g. photocopying, filing etc.
7. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
8. Undertake programmes linked to national learning strategies e.g. literacy and numeracy, recording achievement and progress and feeding back to the teacher.
9. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
10. Ensure all pupils have equal access to opportunities to learn and develop.
11. To cover and lead class teaching as and when appropriate.

**Working with staff, parents/carers and relevant professionals**

1. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
2. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

3. Recognise and respect the contribution that parents and carers can make to the development and wellbeing of children.
4. Support the aims and Catholic ethos of the school.
5. Uphold the Trust's behaviour code and uniform regulations.
6. Sustain effective, positive relationships with all staff, pupils and the local community.
7. Contribute to the overall ethos/work/aims of the school.
8. Demonstrate a commitment to collaborative and cooperative working with colleagues.
9. Attend and participate in relevant meetings as required.

### **Professional development**

1. Participate in Continuing Professional Development.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Participate in training and other learning activities and performance development as required.

### **Other areas of responsibility**

#### **Safeguarding**

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
2. Promote the safeguarding of all pupils in the school

*The Diocese of Hexham and Newcastle has a growth plan for Bishop Chadwick Catholic Education Trust to serve South Tyneside, Sunderland and East Durham, with a total of 34 schools in the Trust by July 2022. Bishop Chadwick Catholic Education Trust was established in February 2016, currently there are twenty nine schools within the Trust with a schedule of additional schools joining each term. The details of each of the schools currently within the Trust can be found on our website [www.bccet.org.uk](http://www.bccet.org.uk)*

December 2024