



# Our Lady of Lourdes Catholic Primary School

Curbridge Road, Witney, Oxfordshire OX28 5JZ  
01993 702480  
office@ololwit.org.uk

Headteacher: Mrs R Gowers



## JOB DESCRIPTION

### TEACHING ASSISTANT: GRADE 4

#### SUPPORT FOR PUPILS

- Supervise and provide support for pupils, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes where necessary
- Provide children with the necessary help and support required for them to:
  - access the curriculum
  - manage their learning and behaviour
  - to participate in classroom and school activities;
- Provide pastoral, social and personal care for children where applicable
- Provide supervision and care during break times, including lunch;
- Meet, plan and prepare activities children with their teacher and other agencies;
- Attend training to develop an understand of the needs of children and your role in relation to these;
- Give feedback to colleagues as appropriate

#### SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve their learning goals
- Assist with the planning of learning activities
- Monitor pupils' response to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 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
- Establish constructive relationships with parents/carers where appropriate
- Assist classroom teachers as directed/necessary, perhaps by taking small groups of children out of class for help with their work, or helping children *in* the classroom alongside the teacher;
- Help the teacher with simple practical and administrative tasks.

#### SUPPORT FOR THE CURRICULUM



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THE ARCHDIOCESE  
of BIRMINGHAM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy,
- Support ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

### SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including lunchtimes
- 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