

**Job Profile**                      **Teaching Assistant**

**Job Context:**                      St Teresa's is a Roman Catholic Voluntary Aided Primary school. It is under the trusteeship of the Roman Catholic Archdiocese of Southwark and is maintained by the London Borough of Merton. It is a two form entry school with a nursery.

**Job Purpose:**                      To provide additional support to pupils with special educational needs within a mainstream setting, working collaboratively with teachers.

**Accountable to:**                      Responsibility to the Headteacher, Assistant Headteacher (Inclusion), and class teachers for the personal development, progress, management, safety, and welfare of individual pupils or groups, both within and outside school premises, while working under the classroom teacher's guidance.

**Job Description**

**Main Duties - Teaching and Learning**

1. To develop a knowledge of a range of learning support needs and a sound understanding of the specific needs of pupils to be supported.
2. Considering individual learning support needs, to facilitate effective learning for pupils in both group and individual settings by:
  - Ensuring the skillful application of personalised digital resources.
  - Clarifying and explaining instructions.
  - Ensuring the pupil is able to access equipment and materials provided.
  - Motivating and encouraging pupils as required.
  - Assisting in weaker areas e.g. language, behaviour, reading, spelling, handwriting/presentation.
  - Helping pupils to concentrate on and finish work set.
  - Meeting physical needs as required whilst encouraging independence.
  - Developing appropriate resources to support the pupils.
  - Delivering where appropriate specific intervention programmes.
  - Checking homework.
3. To develop School Support Plans and review them in consultation with the class teacher and SEND leader.
4. To contribute to annual reviews of pupil's progress if appropriate.
5. To direct the class for short periods in the absence of a teacher.

## **Ethos**

1. To support, uphold, and actively contribute to the development of the school's equality policies and practices, both in terms of employment and the delivery of services to the community.
2. To develop methods of promoting/reinforcing pupil's self-esteem.
3. To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately.
4. To encourage acceptance and inclusion of pupils with special needs.
5. To implement school procedures and policies.
6. To establish a supportive relationship with the pupils concerned.
7. To support the Catholic ethos of the school.

## **Administration**

1. To contribute to the maintenance of pupil's progress records where appropriate.
2. In conjunction with the class teachers and/or other professionals to develop a system of recording the pupil's progress where appropriate.
3. To record pupil progress when delivering specific intervention programmes.
4. To support the Inclusion Manager in administration duties as appropriate.
5. To support the development of a whole school approach to the effective use of assistive technology.

## **Communication**

1. To liaise, advise, and consult with other members of the team supporting the pupils when asked to do so.
2. Where appropriate, to develop a relationship to foster links between home and school.
3. To provide regular feedback about the pupils to the teacher.

## **Continuing Professional Development**

1. To attend relevant in-service training.
2. To promote and uphold the school's policy and practice on safeguarding.
3. To remain informed about effective SEND support, including an interest in the use of technology to assist learning.

## **Any other duties**

To perform any other duties as reasonably requested by the Headteacher.