

St Louis Catholic Primary School



Mission Statement

*'We work together, we pray together,
we grow together'*

JOB TITLE: Early Years Teaching Assistant

RESPONSIBLE TO: Key Stage Leader

At St Louis School all staff are valued, whatever their role. The contribution that each employee makes to the development of our school as a learning community is recognised and appreciated. Teaching Assistants have a key contribution to make in the achievement and progress of all pupils.

MAIN DUTIES AND RESPONSIBILITIES:

To ensure that the Christ centred values of our school are promoted at all times.

Under the direction of the Class Teacher

1. Working with Children

1.1 To work with and support individuals or groups of children on specific activities set by the teacher, such as reading, writing, practical, creative, physical, recreational activities and environmental studies including those with special needs, ensuring their safety and access to learning activities.

1.2 To assist with the supervision of children:

- Within classroom settings and in the outdoor area.
- During school assembly.
- At play/meal times, as appropriate
- On outings and educational visits.
- Using the cloakroom / toilets / washrooms.
- Changing before and after recreational activities.
- At any other time.
- Who require cleaning and/or changing following sickness etc

1.3 To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly.

1.4 Guide and assist the development of children's social behaviour, attitudes and skills as appropriate, making reference to the School's Behaviour policy and Code of Conduct.

1.5 To assist, as directed, with the implementation of / implement specific learning, behavioural modification, therapy programmes.

- 1.6 To provide a friendly, supportive and professional relationship with the children on mutual respect so as to raise self-esteem and achievement.
- 1.7 To be familiar with our School's policy regarding inclusion so that all children irrespective of their ethnicity, ability or gender achieve their full potential.
- 1.8 To ensure that confidentiality is maintained at all times.

2. Assessment of Children

- 2.1 The general observation of children, giving feedback to appropriate staff as relevant.
- 2.2 To ensure that confidentiality is maintained at all times.

3. Planning and Organisation

- 3.1 To discuss, and follow, the teacher's programme / plan for the lesson /day /week/term.
- 3.2 To assist with the general management and organisation of children and resources/equipment which relate to the support of the children.
- 3.3 To assist with the planning, organising and supervising of educational visits and outings.

4. Classroom Preparation

- 4.1 To prepare classroom and associated areas for use including preparing materials, and setting out equipment, apparatus etc. Clean and put away materials, equipment and apparatus after use. Tidy classroom and associated areas.
- 4.2 To make up and maintain work/topic cards/sheets/books and other teaching aids. Prepare work and notices for display purposes. Assist with/arrange displays and interest tables.

5. Liaise with Other Staff, Parents, Multi-Professional Services

- 5.1 To liaise with other members of staff, multi-professional services and parents (under the direction of the teacher)
- 5.2 To work effectively as part of a team, e.g. Teaching Assistant Team, Foundation Stage Team, Key Stage Team, SEN Team as appropriate.
- 5.3 To ensure that confidentiality is maintained at all times.

6. Training and Professional Development

- 6.1 To develop an understanding of how children learn and the factors which affect their progress.
- 6.2 To work alongside the Team Leader, to incorporate good educational practice in every day working.
- 6.3 To attend relevant courses and training days to develop experience and broaden awareness, expertise and skills including First Aid and medical

practices and safeguarding.

6.4 To participate in the School's professional review process.

6.5 To attend staff briefings, meetings where appropriate and keep abreast of school, local and national priorities.

7. Other Associated Activities

7.1 To administer prescribed medicines as required in line with school procedures and policies.

7.2 To undertake specific administrative tasks at the direction of the Head Teacher.

7.3 To promote the positive image of the School within the local community.

7.4 To ensure Health and Safety regulations and safeguarding requirements are complied with at all times.

7.5 To be familiar with School policies and procedures.

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.