

Sacred Heart Catholic Primary School

JOB DESCRIPTION

Post:	Teaching Assistant
Grade:	H2-H3
Responsible to:	The Headteacher, SENCO and class teacher
Liaison with:	Teaching Staff Teaching Assistants Professional Staff involved in the education of children

Purpose of the Post

To work with teachers as part of a professional team to support teaching and learning for all pupils.

Duties and Responsibilities

Working under guidance to:

1. Contribute to the planning and delivery of learning activities under the direction and guidance of the class teacher.
2. Support children during learning activities including group and individual work from specific learning programmes.
3. Work closely with the class teacher to contribute to the management of behaviour, maintain order and an appropriate working environment, including implementation of the school's behaviour policies.
4. Report to teachers on the progress during lessons and any issues arising.
5. Establish and promote productive relationships with children, acting as a role model and setting high expectations.
6. Promoting the inclusion of all children within the classroom and school.
7. Assist with the preparation, setting out and cleaning away of learning materials.
8. Observe and report on progress when required.
9. Contribute to updating to the children's records.
10. Promote social and emotional development of children alongside other team members.
11. Deal with immediate problems or emergencies in accordance with the school's policies and procedures.
12. Assist with the development and implementation of Individual Education Plans.
13. Accompany teaching staff and pupils on educational visits.
14. Contribute to the overall ethos, aims and work of the school.

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15. Ensure the health, safety and welfare of children is maintained at all times.
16. Be aware of the school's policies and procedures and how to implement them.
17. Participate in appropriate school based meetings and training activities.
18. Maintain confidentiality at all times and observe Data Protection Guidelines.
19. Understand and comply with the school's equal opportunities and other policies.
20. Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

Signed.....

Date.....

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.