



ST. DUNSTAN'S

Teaching Assistant Job Description

St Dunstan's Catholic Primary School

'Catholic schools are ambitious for high achievement and high standards across the school. Success is often described in terms of academic outcomes, though schools themselves recognise and award pupil achievement in many ways. High achievement is for everyone. It is inclusive of all abilities and in line with the school's hopes for every child. So it is right that every Catholic school, reflects well on what it hopes for, reflects on how the learning experience offered in the school contributes to full human growth for everyone, so that the young are clearly on the road to become the people God intends.'

Taken from 'The Distinctive Nature of the Catholic School'

Pay Grade: Surrey 3

Accountable to: Class Teacher/ Head of School

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place. All staff must ensure that they are aware of these procedures.

In fulfilling the requirements of the post, the Teaching Assistant will demonstrate strong professional attributes, and in particular will:

- support and promote the Catholic vision of the school and the school's Mission Statement
- have high expectations of self and others

1. Job Purpose:

Supports the teacher with their responsibility for the development and education of children in school. Use routine supervision and care skills to support children throughout the school day.

2. Main duties and responsibilities of a Teaching Assistant:

Under the direction and supervision of the teacher:

1. Assist in the delivery of education by participating in the day to day learning activities i.e. working with the class, small groups or individuals to support their learning;

2. Provide feedback on any misconceptions, difficulties, etc., or issues with behaviour for learning to the teacher;
3. Provide support to children which aims to develop aspects of their learning e.g. learning behaviours, self-confidence, independence;
4. Organise and maintain a tidy, organised and purposeful learning environment;
5. Take pride in displaying pupil work in line with the School's Display Policy and the St Dunstan's Learning Guide;
6. Work as part of a team to ensure the wellbeing, behaviour and personal development needs of the pupils are considered and acted upon;
7. Assist in effective record keeping;
8. Undertake outside playground supervision at breaks and at lunchtimes (lunchtime duties on a daily basis);
9. Understand and apply school policies in particular those relating to behaviour, child protection;
10. Maintain confidentiality inside and outside the workplace.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

3. General responsibilities:

- Encourage pupils to interact and work co-operatively with others to ensure there is a positive learning environment;
- Participate in appropriate training activities;
- Provide comfort and immediate care in case of minor accidents and report serious incidents in line with the school's procedures;
- Ensure the health, safety and welfare of pupils is maintained at all times;
- Establish constructive relationships and communicate with parents at the end of the day where appropriate;
- Promote the inclusion of all pupils within the classroom;
- Observe Data Protection Guidelines in terms of the personal data used within school
- Be prepared to be flexible and to undertake any reasonable role within the school as requested by the Executive Headteacher

Person Specification

- in line with the school's values, be kind and thoughtful of others
- good level of written and spoken English (able to communicate in writing without error)
- numerate (able to convey the numeracy curriculum of the primary years)

- basic IT skills (able to understand and support the IT curriculum of the primary years)
- able to follow instructions
- independently able to plan and prioritise regular and irregular tasks as requested by the class teacher
- able to clarify and explain instructions to pupils, in both small or large groups
- able to assist in the organisation of the learning environment
- able to motivate pupils to learn
- ability to independently maintain records if requested
- a team player, adaptable with a good sense of humour
- able to maintain confidentiality

This job description may be amended at any time following discussion between the Executive Headteacher and member of staff, and will be reviewed annually.