



**St. Matthew's Catholic Primary School**  
**Teaching Assistant –Job Description**

<b>Role Title</b>	<b>Teaching Assistant</b>
<b>Grade</b>	<b>NJCJE Grade 2 Point 3-5 - £22,737 23,500 Term Time Only</b>
<b>Main purpose of the role</b>	
<p>The teaching assistant should endeavour to maintain and develop the Catholic character of the school, in accordance with the directions given by the Head Teacher, Governors and Senior Leadership of the school.</p> <p>The assistant should work towards the aims of the Mission Statement.</p> <p>The role will be based across the key stages – EYFS to KS2</p> <p>This is a Safe School and we expect all staff to demonstrate a commitment to Safeguarding. Safeguarding is the responsibility of <b>ALL</b> staff and you will be expected to safeguard and promote the welfare of children, including reporting any concerns to a member of the school's safeguarding team. You will be expected to conduct yourself in line with the procedures set out in the school's Child Protection Policy and Code of Conduct. Successful applicants will be DBS checked. Please note that self-disclosure of relevant criminal history will be required as part of the recruitment process.</p>	
<b>Core responsibilities and tasks</b>	
<p><b><u>Support for Pupils</u></b></p> <ul style="list-style-type: none"> <li>• Assisting individuals and groups to complete learning activities ensuring pupils' safety at all times. To enable pupils to be included in all aspects of school life and support programmes of special care. To understand and practice good communication skills and build a good relationship with all pupils.</li> <li>• Develop pupils' roles &amp; responsibilities within the school and support them to become independent. Develop learner motivation through encouragement. Offer constructive feedback in conjunction with the teacher and provide relevant information to contribute to the teacher's records and reports.</li> <li>• Support pupils in adjusting to new settings, help pupils in maintaining good standards of health and hygiene and respond to signs of health problems.</li> <li>• Demonstrate active listening skills to individuals and groups. Understand the balance between the individual and the group.</li> <li>• Attending to the personal and social needs of pupils. Supervising pupils during indoor and outdoor activities.</li> </ul> <p><b><u>Support for Teachers</u></b></p> <ul style="list-style-type: none"> <li>• Implementing plans under the teacher's supervision and monitor individual pupils' needs.</li> <li>• Assisting with the preparation of resources and upkeep of facilities.</li> </ul>	

- Handle routine administrative tasks and assist in presentation of work and display areas.
- Assist with home-school liaison.
- Manage pupil behaviour around the school.
- Update pupil records at agreed intervals with the Teacher and understand the record keeping system and comply with school and legal requirements.
- Carry out observations and recordings unobtrusively, with minimum disturbance and disruption, presenting fair and reasonable observations. Present results of observations in the appropriate format to assist in evaluation of pupil development

### **Support for the School**

- Supporting the educational aims and objectives of the school, adhering to the school's policies and procedures.
- Support the establishment and maintenance of positive relations with parents / carers, support agencies and pupils.
- Attend extra-curricular meetings and complete individual training and development and assist the training of new members of the team.
- Adapt to existing effective team practice.
- Support parents in the sharing and exchange of information about their children and share the support and care of children with their parents.
- Contribute to the development of the work team.
- Support transition across the educational stages.
- To demonstrate a commitment to equal opportunities and to promote the non-discriminatory practices in all aspects of work undertaken
- To support and work in our Early Birds Club.
- To support and lead an after-school club.

### **Support for the Curriculum**

- Be aware of the contents of the both the Ofsted Framework and the Early Years Foundation Stage and assist in the planning and delivery of appropriate programmes of work.
- Plan and implement support programmes for groups and individuals.
- Have the ability to communicate effectively with children.
- Display questioning yet supportive approach.
- Prepare ICT equipment for use in the classroom, as directed by the teacher, and ensure safety of ICT equipment and support classroom use of ICT equipment.

### **Health & Safety**

- Identify any risks to health, safety or security of yourself and others and take appropriate action to minimise the risks. Use equipment in a correct, safe manner and implement appropriate safety procedures without delay in an emergency.
- Comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others.
- Minimise the risks from health emergencies through summoning assistance and beginning appropriate actions

### **Professional Development**

- Recognise skills and knowledge needed for effective contribution to school performance.

- Understand thoroughly role, responsibilities and impact on the learner.
- Work closely with those responsible for managing and reviewing performance.
- Assess how your progress matches targets set for you.
- Take an active part in Continuing Professional Development Policy of school.
- Attend training courses to develop professionally

### **First Aid Officer**

- To update training for First Aid and administer First Aid as required and in accordance with school policies.
- To report all serious accidents to the Medical Team at School.
- Attending to minor incidents to sick or injured children.

### **Knowledge, skills and experience**

Level 2 or above in Childcare and Education / NVQ Level 2 in Teaching and Learning Support or equivalent

GCSE English and Mathematics or equivalent

### **Additional Information**

#### **Other:**

To have professional regard for the ethos, policies and practices of St. Matthew's Catholic Primary School, and maintain high standards in your own performance.

To establish good working relationships with children, parents and all staff members and have good communication skills.

To attend regular staff meetings and parents' occasions.

To help create attractive displays of the children's work which are regularly changed and kept presentable.

Attendance and punctuality - ensuring you log in and out of the premises using the Inventory system to provide a record of your attendance at work and an evacuation report in the event of an emergency evacuation.

Perform any reasonable duties as requested by the Headteacher or SLT

#### **Note:**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

This job description is intended as a guide to the general duties required of the post. The post holder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to embrace this commitment.