

Holy Saviour RC Primary School

Job Description – Teaching Assistant Level 2b



Purpose of the post

Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils parents and carers. To provide short-term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

Support for Pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and group of pupils
- To undertake activities in order to monitor the personal social and emotional needs of pupils
- To develop positive relationships with pupils to promote pupil progress and attainment
- To assist in the devising of pupil's individual targets and their monitoring and review
- Support pupils as part of a planned inclusion programme
- To implement specific programmes with individual pupils or groups appropriate to the development needs of individual children throughout different curriculum areas.
- To assist in the development of varying skills that support pupils' learning
- To assist in the specific medical/care needs of pupils when specific training has been undertaken

Support for the Teacher

- To monitor and record pupil progress and developmental needs
- To produce relevant classroom resources
- To undertake classroom administrative tasks including the maintenance of records
- To assist in pupil supervision and assist in the management of pupil behavior
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable
- To provide information to the class teacher to assist in the planning of work programmes
- To liaise with the school's nominated person in respect of pupil absence
- To assist with the arrangements for out of school learning activities including the administration of work experience
- To provide clerical and administrative support including the collection and recording of money
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work

Support of the School

- To support and promote the Catholic ethos of the school
- To assist in providing an atmosphere in which effective learning can take place
- To support the promotion of positive relationships with parents, carers and outside agencies
- To work within school policies and procedures
- To attend staff training as appropriate
- To take care for their and other people's health and safety
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes
- To support the use of ICT in learning activities