



SAINT AMBROSE CATHOLIC PRIMARY SCHOOL

February 2021

Job Description

Title: SEND 1-1 Teaching Assistant

Salary: £19,312-£19,699 Per Annum Pro Rata

Job Purpose:

To work under the instruction and guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main Duties and Responsibilities:

Support for Pupils

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate.
- To train and supervise children using the toilets, washing facilities and cloakroom.
- To supervise and support pupils' ensuring their safety and access to learning.
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- To establish constructive relationships with pupils, act as a role model and interact with them according to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To set challenging and demanding expectations and promote self-esteem and independence.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for Teacher

- To create and maintain a purposeful, orderly and supportive environment, in accordance with lessons plans and assist with the display of pupils' work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To assist with the planning of learning activities.
- To monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- To provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To gather/report information from/to parents/carers as directed.
- To assist in the supervision of parent helpers by passing on information and demonstrating relevant activities.
- To undertake appropriate marking of pupils' work.



- To provide clerical/administrative support for learning e.g. photocopying, word processing, filing, etc.

Support for the Curriculum

- To ensure that the home/school reading partnership is maximised by hearing children read as frequently as possible.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To undertake programmes linked to local and national learning strategies e.g. Literacy, Numeracy, Early Years recording achievement and progress and feeding back to the teacher.
- To plan and prepare group work for a given group on occasions.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the overall ethos, work and aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including playtimes and lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To undertake other relevant duties allocated at the discretion of the classroom teacher and Headteacher.

Job Dimensions:

Working within a class of approximately 30 children, in a school of approximately 200 as the Teaching Assistant for a child.
15 hours per week.

General/Special Conditions:

This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

Contacts:

Directly responsible to the Principal and directed by the class teacher when working within the classroom.



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