



Bishop Walsh Catholic School – Job Description

Job Title: Teaching Assistant

Grade: GR2

1.0 JOB PURPOSE:

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

2.0 DUTIES AND RESPONSIBILITIES:

Support for pupils (either individually or in groups) **2.1** Support the class teacher in lessons. **2.2** Support the activities of individuals or groups, as directed by the class teacher or SENCo. **2.3** Establish and maintain relationships with individual pupils and groups. **2.4** Contribute to pupil profiles and Education, Health and Care Plans as appropriate. **2.5** Support pupils during learning activities, in class, in small groups and on a 1:1 basis. **2.6** Promote pupils' social and emotional development. **2.7** Contribute to the health and well-being of pupils. **2.8** Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role). **2.9** Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties. **2.10** Support pupils with literacy and numeracy skills. **2.11** Support pupils to access the curriculum. **2.12** Assisting with the personal care needs of children, where appropriate and in line with the guidance of the local authority. **2.13** Support pupils with exam concessions (e.g. reading, scribing etc.).

Support for the teacher (s) **2.14** Observe pupil performance and report any concerns to class teacher. **2.15** Assist in preparing and maintaining the learning environment. **2.16** Contribute to the management of pupils' behaviour. **2.17** Contribute to maintaining pupils' records. **2.18** Support the maintenance of pupils' safety and security. **2.18** Provide general administrative support when necessary.

Support for the school **2.21** Support the development and effectiveness of team work within the school environment. **2.22** Develop and maintain working relationships with other professionals. **2.23** Liaise with parents as appropriate. **2.24** Review and develop own professional practice.



Support for the curriculum 2.25 Work as required across the curriculum and in all Key Stages within the school. **2.26** Support the use of information and communication technology in the classroom.

General 2.27 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. **2.28** To ensure their tasks are carried out with due regard to Health and Safety. **2.31** To participate in appropriate professional development including adhering to the principle of performance management. **2.32** To adhere to the ethos of the school. **2.32.1** To promote the agreed vision and aims of the school. **2.32.2** To set an example of personal integrity and professionalism. **2.32.3** Attendance at appropriate staff meetings and training. **2.32** Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

3.0 Special conditions 3.1 Flexibility of working hours within the school day may be required during busy periods, such as examinations.

4.0 Supervision

LEVEL OF SUPERVISION 2. Left to work within established guidelines subject to scrutiny by supervisor.

Hours of work: All teaching assistants are employed on a term time only basis.

Hours of work for all teaching assistants at this grade are 32.5 hours per week unless otherwise specified in the contract.