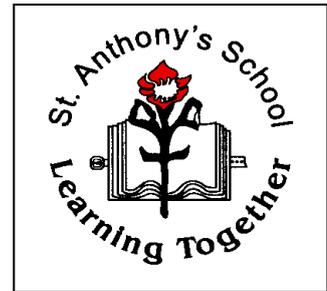


ST. ANTHONY'S SCHOOL
JOB DESCRIPTION
Teaching Assistant (Generic)



- Post Holder:** *(Name Inserted)*
- Job Title:** Teaching Assistant.
- Accountable to:** Assistant Headteacher, Senior Leader of Personalised Learning, Teaching Staff.
- Liaising with:** Assistant Headteacher; Teachers; Support Staff and relevant external agencies.
- Duties:** To carry out the professional duties of a Teaching Assistant as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.
- Job Purpose:** To support teaching and administration across the school.
- Working Time:**
- Disclosure Level:** *Enhanced*
- Administration Time:**

Responsibilities

Operational/Strategic Planning

- 1.1 To support teaching staff in the preparation of appropriate resources, schemes of work, marking policies and teaching strategies
- 1.2 To help teaching staff prepare lessons

Curriculum Provision

- 2.1 To support individual pupils during lessons and breaks
- 2.2 To support the display across the school to ensure pupil's work is mounted and displayed effectively

Human Resource Management

- 3.1 To participate in the school's staff development programme by participating in the arrangements for training and professional development
- 3.2 To engage in the performance management process
- 3.3 To contribute positively to effective working relations within the school

Communication

- 4.1 To communicate effectively with all staff, pupils and parents
- 4.2 To follow agreed policies for communication within the school

Management of Resources

- 5.1 To support teaching staff by contributing to the process of ordering and allocation of equipment and resources
- 5.2 To ensure that resources are shared and used effectively throughout the school

Pastoral Care

- 6.1 To support a Form/Class Tutor with an assigned group of pupils
- 6.2 To support teaching staff in promoting the general progress and well being of individual pupils and the tutor group as a whole
- 6.3 To support teaching staff by monitoring the progress of pupils and keeping up-to-date records as required
- 6.4 To alert appropriate staff to problems experienced with pupils
- 6.5 To support teaching staff in the behaviour management policy so that effective learning can take place

Personal Responsibilities

- 7.1 To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- 7.2 To actively promote the school policies and procedures
- 7.3 To be responsible for own professional development
- 7.4 To be aware of and adhere to the applicable rules, regulations and legislation procedures including the school's Equal Opportunities policy and code of conduct (including Health and Safety, Data Protection) and undertake risk assessments as appropriate
- 7.5 To be courteous to colleagues, pupils, parents, visitors and telephone callers and provide a welcoming environment
- 7.6 To undertake duties on a rotational basis, before the school day, at break and lunchtimes and at the end of the school day
- 7.7 To attend meetings punctually

Specific Responsibilities

The Teaching Assistant will support individual pupils across the school and be expected

- 8.1 To support school and classroom routines
- 8.2 To support the teaching staff in the preparation and clearing away of resources used
- 8.3 To establish a professional, supportive and appropriate relationship with the individual pupil's concerned
- 8.4 To meet individual pupil's physical, social and emotional needs whilst encouraging independence
- 8.5 To ensure the pupil is able to use the equipment and materials provided
- 8.6 To support the pupil's individual learning style in line with their targets
- 8.7 To clarify and explain instructions for individual pupils

- 8.8 To provide regular feedback about individual pupils to staff
- 8.9 To assist in the use of Information and Communication Technology equipment
- 8.10 To assist in the wider aspects of school life e.g. educational visits and sports days

Any further specific responsibilities will be confirmed to individual post holders upon an appointment being made.

Notes

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually as part of the performance management process and it may be subject to modification or amendment at any time after consultation with the post holder.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties of the post.

Signed : **Post Holder**

Date:

Signed: **Headteacher**

Date: