

St Joseph's Catholic Infant School

JOB DESCRIPTION – Teaching Assistant

Casual



I am special in God's eyes

We will be a happy, welcoming school with Christ at the centre, where everyone is recognised as special

*"Do not be afraid for I have redeemed you;
I have called you by your name,
you are mine.
Because you are precious in my eyes,
because you are honoured and I love you."
Isaiah 43 : 2-5*

At St Joseph's School all staff are valued, whatever their role. The contribution that each employee makes to the development of our school as a learning community is recognised and appreciated. Learning Support Assistants have a key contribution to make in the achievement and progress of all pupils. Learning Support Assistants work in all areas of the school and focus on helping children to reach their potential and have a rich and enjoyable experience.

Post Specification:

To implement and promote the school's Mission Statement and contribute to the ethos and development of the school through personal example; having due regard for its status as a Catholic school and to the behaviour policy of the school. To work across the age phases within the whole establishment.

RESPONSIBLE TO: Teacher/Lead Practitioner

MAIN DUTIES AND RESPONSIBILITIES:

Under the direction of the Class Teacher

1. Working with Children

- 1.1 To work with and support individuals or groups of children on specific activities both indoors and outdoors set by the teacher. This may be achieved in a variety of ways such as reading, writing, practical, creative and physical activities and through songs, games, drawing, role-play and other activities.
- 1.2 To motivate and stimulate the children's learning often encouraging learning through experience and child initiated activities as appropriate.
- 1.3 To deliver specific programs of work set by the teacher or relevant staff – phonics, intervention activities, Rainbow Road (training may be required)
- 1.4 To assist with children:
 - Within classroom settings – activities, routines,
 - During school assembly
 - At play/meal times, as appropriate
 - On outings and educational visits
 - Using the cloakroom / toilets / washrooms
 - Changing before and after activities
 - At any other time as appropriate

- 1.5 To assist children:
- With toileting or change nappies if necessary
 - With the attainment of personal hygiene skill
 - With the removal and replacement of clothing / footwear
 - Who require cleaning and/or changing following sickness, soiling etc.
- 1.6 To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly.
- 1.7 Guide and assist the development of children's social behaviour, attitudes and skills as appropriate.
- 1.8 To assist, as directed, with the implementation of / implement specific learning, behavioural modification, therapy programmes.
- 1.9 To provide a friendly, supportive and professional relationship with the children based on mutual respect so as to raise self-esteem and achievement.
- 1.10 To be familiar with our School's policy regarding inclusion so that all children irrespective of their ethnicity, ability or gender achieve their full potential.

2. Assessment of Children

- 2.1 To be actively involved in observing and recording the progress of children and feeding back information to appropriate people
- 2.2 To ensure that confidentiality is maintained at all times.

3. Planning and Organisation

- 3.1 To discuss, and follow the teacher's programme / plan for the lesson /day/week or term.
- 3.2 To assist with the general management and organisation of children and resources/equipment which relate to the support of the children.
- 3.3 To assist with the planning, organising and supervising of educational visits and outings.

4. Classroom Preparation

- 4.1 To prepare classroom and associated areas for use including preparing materials, and setting out equipment, apparatus etc. Clean and put away materials, equipment and apparatus after use. Tidy classroom and associated areas.
- 4.2 To make up and maintain work/topic cards/sheets/books and other teaching aids as necessary. Prepare work and notices for display purposes. Assist with/arrange displays.

5. Liaise with Other Staff, Parents, Multi-Professional Services

- 5.1 To liaise with other members of staff, multi-professional services and parents (under the direction of the teacher).
- 5.2 To work effectively as part of a team, e.g. Teaching Assistant Team, Foundation Stage, Team, Key Stage Team and SEN Team as appropriate.
- 5.3 To ensure that confidentiality is maintained at all times.

6. Training and Professional Development

- 6.1 To develop an understanding of how children learn and develop and the factors which affect their progress.
- 6.2 To attend relevant courses and training days to develop experience and broaden awareness, expertise and skills including First Aid and medical practices and child protection
- 6.3 To participate in the School's professional review process.
- 6.4 To attend staff briefings, meetings where appropriate and keep abreast of school, local and national priorities.

7. Other Associated Activities

- 7.1 To administer prescribed medicines as required in line with school procedures and policies.
- 7.2 To undertake specific administrative tasks at the direction of the Head Teacher.
- 7.3 To promote the positive image of the School within the local community.
- 7.4 To ensure Health and Safety regulations are complied with at all times.
- 7.5 To be familiar with School policies and procedures
- 7.6 To ensure that regular contact is kept with the school, training is kept up to date and work emails are checked regularly

**The duties of this post to be reviewed, annually, and may vary from time to time without changing their general character or level of responsibility entailed.
Additional Duties/Responsibilities**

Duties/Responsibilities	How this will be met	Responsible to

Signed (Postholder)

Date

Signed (Headteacher)

Date