



## **JD SEN Teaching Assistant**

**POST:** Teaching Assistant

**PAY SCALE:** Grade 7 Point 8 to 11 (pro rata)

**RESPONSIBLE TO:** Headteacher and Governors

**MAIN PURPOSE OF JOB:** To work under the instruction/guidance of teaching/senior 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.

The school was founded by and is part of the Catholic Church. It is one of the formal means through which the Church's educative mission is fulfilled and is to be conducted as a Catholic school in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Diocese of Hallam.

### **Duties and Responsibilities to include:**

#### **Support for Pupils**

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2. Establish constructive relationships with pupils and interact with them according to individual needs.
3. Encourage and support the learning process of the child on a one-to-one basis, within a group and whole class setting.
4. Promote the inclusion and acceptance of all pupils.
5. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

#### **Support for the Teacher**

6. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
7. Assist with the planning and resourcing of learning activities.
8. Provide detailed and regular feedback to teachers on pupils achievement, progress, next steps etc.
9. 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.
10. Establish constructive relationships with parents/carers.
11. Administer routine tests and undertake routine marking of pupils' work.
12. Provide clerical/admin support e.g. photocopying, typing, filing etc.
13. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
14. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

## **Support for the School**

15. 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.
16. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
17. Contribute to the overall ethos/work/aims of the school.
18. Appreciate and support the role of other professionals.
19. Attend and participate in relevant meetings as required.
20. Participate in training and other learning activities and performance management as required.
21. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
22. 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.

## **Other Professional Requirements**

- i. Establish and maintain effective working relationships with professional colleagues acknowledging the need for mutual support.
- ii. Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of your post.
- iii. Take responsibility for your own professional development and on-going formation.
- iv. Be familiar with all school policies including child protection procedures, health and safety policies and current SEND codes of practice.
- v. Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.