

St Thomas More Catholic Primary School

Job Description

Job Title: L1 Teaching Assistant
Scale: C Points 3-4
Purpose of Job: To assist the classroom teacher in the support and inclusion of children. To support access to learning for pupils and encourage interaction and independence.

Main Duties and Responsibilities:

a) Supporting the School

- To support the Catholic ethos of the school.
- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Accompany staff and pupils on visits, trips and out-of-school activities as required.
- Develop and maintain effective working relationships with other staff.
- Attend relevant meetings as required.
- To participate in Performance Management procedures.

b) Supporting the Teacher

- Undertake support activities for the teacher as required, e.g. photocopying, mounting displays, filing, etc.
- Undertake pupil record keeping as requested.
- Prepare the classroom for lessons as directed.
- Contribute to the management of pupil behaviour.

c) Supporting the Curriculum

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. English, Maths, Early Years, as directed by the teacher.
- Support the use of ICT in the curriculum.
- Attend training as required.
- Support pupils through intervention strategies.

d) Supporting the Pupil

- Supervise the activities of individuals or groups of children to ensure their safety and welfare.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Promote the inclusion and acceptance of all pupils.
- Aid the learning of children by:
 - Clarifying and explaining instructions;
 - Ensuring that the child is able to use the equipment and materials provided;
 - Motivating and encouraging the child as required;
 - Assisting in weaker areas, e.g. spelling, handwriting, reading etc;
 - Helping pupils to concentrate and to finish the work set.

Any other duties consistent with the overall level, nature and grading of the post at the direction of the Headteacher.