



CARDINAL NEWMAN CATHOLIC SCHOOL

JOB DESCRIPTION

JOB TITLE: Teaching Assistant – Supporting & Delivering Learning - Level C

SECTION: Schools

Please note; this is a National Generic Job Description. It describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.

Text in bold font indicates the key level responsibilities for this role.

1. **PURPOSE OF JOB**

To work under the guidance of teaching / senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals / groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management / preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities

2. **PRINCIPAL ACCOUNTABILITIES**

Support for the Pupils

- Use specialist (curriculum / learning) skills / training / experience to support pupils
- Assist with the development and implementation of IEPs
- Establish **productive working relationships** with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- **Support pupils consistently whilst recognising and responding to their individual needs**

- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- **Promote independence and employ strategies to recognise and reward achievement of self-reliance**
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- **Work with the teacher to establish an appropriate learning environment**
- **Work with the teacher** in lesson planning, **evaluating and adjusting** lessons / work plans as appropriate
- Monitor and **evaluate** pupils' responses to learning activities through observation and planned recording of achievement against **pre-determined learning objectives**
- Provide **objective and accurate** feedback and reports, as required, to the teacher on pupil achievement, progress and other matters, **ensuring the availability of appropriate evidence**
- **Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested**
- **Undertake marking of pupils' work and accurately record achievement / progress**
- **Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour**
- **Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions / meetings with parents, or as directed**
- Administer and assess routine tests and invigilate exams / tests
- Provide general clerical / admin support e.g. administer coursework, **produce worksheets for agreed activities etc**

Support for the Curriculum

- **Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs**
- **Implement** local and national learning strategies e.g. literacy, numeracy, KS3, early years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- **Help pupils to access learning activities through specialist support**
- **Determine the need for** and prepare and maintain general and **specialist** equipment and resources

Support for the School

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- **Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils**
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- **Recognise own strengths and areas of expertise and use these to advise and support others**
- **Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate**
- **Undertake planned supervision** of pupils' out of school hours learning activities
- **Supervise** pupils on visits, trips and out of school activities as required

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the School reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: Teaching Assistant – Supporting & Delivering Learning - Level C

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- **NVQ 3 for Teaching Assistants or equivalent qualification or experience**
- **Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area, e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE etc**
- **Full working knowledge** of relevant policies/codes of practice and awareness of relevant legislation
- **Working knowledge of** national/foundation stage curriculum and other basic learning programmes/strategies
- **Understanding of principles** of child development and learning processes
- **Understanding of classroom roles and responsibilities and own position within those roles**
- Appropriate First Aid training

Experience

- Experience of working with children of relevant age

Skills/Abilities

- **Very good** numeracy / literacy skills
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Can use ICT effectively to support learning
- Effective use of other equipment technology - video, photocopier
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy.

DESIRABLE CRITERIA

- Experience of or interest in training to support students with SEMH needs (social, emotional, mental health) and/or VI (visual impairment)