



Executive Headteacher: Mr Daniel Hewitt

TITLE OF JOB : Teaching Assistant (inc MSA)
LOCATION : St Thomas More Catholic Primary School
GRADE: H2

1. JOB OUTLINE

1 a) REASON JOB EXISTS

To provide support to teachers in the management of pupils' learning.

1 b) DUTIES

- ◆ Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- ◆ Prepare classrooms and clear afterwards and assist with the display of pupils' work
- ◆ Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping
- ◆ Assist with the planning and delivery of learning activities
- ◆ Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- ◆ Liaise with parents and carers, under the direction of a teacher
- ◆ Administer and routine tests.
- ◆ Assist with the development of individual education health care plans (EHCPs) and personal care programmes
- ◆ Supervise, and provide individual support for, pupils with identified special educational needs

1 c) EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.



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1 e) CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of ASCAT's pre-employment checks.

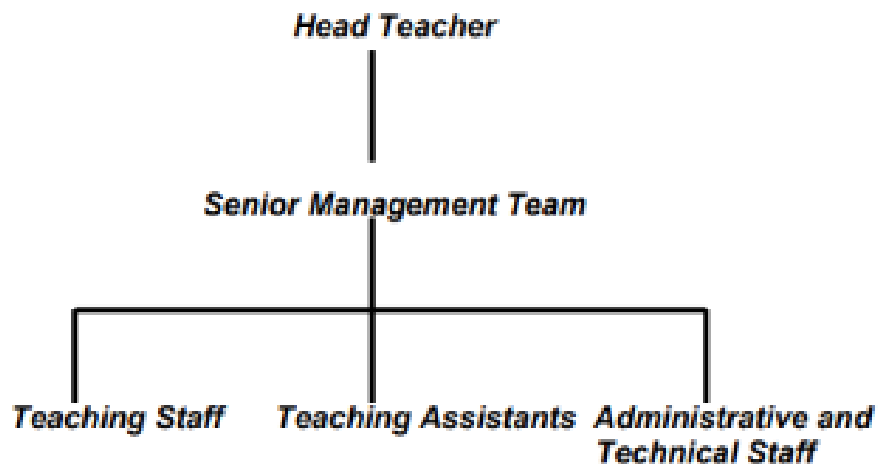
1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

2. ORGANISATION CHART



3. SUPERVISION

The jobholder is managed either by a member of the school's senior management team or by a more senior teaching assistant. The school's performance management policies and practice determine the frequency of meetings. No supervision of staff.



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4. CONTACTS

The jobholder works with teachers and pupils and has occasional contact with parents and carers.

5. KNOWLEDGE, EXPERIENCE AND TRAINING

- ◆ Experience of working with or caring for children of the relevant age
- ◆ Good numeracy and literacy skills
- ◆ Basic knowledge of first-aid
- ◆ Ability to use ICT to support learning
- ◆ Understanding of learning programmes and strategies or the ability to learn quickly
- ◆ Ability to work in a team

6. PHYSICAL EFFORT

The job may involve lifting children after falls or accidents

7. WORKING ENVIRONMENT

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness