

# St Dominic Catholic Primary School



*"If we live by truth and in love, we shall grow in Christ"*



**Job Title: Teaching Assistant**  
**Pay grade: H3 pro rata – term time**

**Purpose of the role:** To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

**Responsibilities:**

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Cover daily lunchtimes duties, both in the dining hall and playground
- Provide First Aid cover
- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Assist in the development of individual development plans for pupils (such as Individual educational plans)
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Invigilate exams and tests
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom.
- Provide short term cover supervision of classes

<p><b>Knowledge</b>                  NVQ level 2 in numeracy &amp; literacy (or equivalent)                  Intermediate knowledge of ICT                  Basic knowledge of Health, wellbeing and safety                  Awareness of keeping children safe                  Basic knowledge of First Aid                  Awareness of Data protection and confidentiality                  Understanding of the Schools ethos and values</p>	<p><b>Competencies</b>                  Communication (written and verbal)                  Problem Solving                  Team working                  Active Listening                  Motivation</p>
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*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 Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

