

St Dominic Catholic Primary School



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



Job Title: Teaching Assistant/1:1 Learning Support Assistant

Pay grade: H3 pro rata – term time

Teaching Assistant:

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

1:1 Learning Support Assistant:

Purpose of the role: To support the teaching and learning for a pupil on a 1:1 basis. Provide learning support to a pupil who needs particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities. To work with teachers to provide targeted support in the teaching, learning and personal development of pupils, enabling them to fully access the curriculum.

Responsibilities:

- Implement planned learning activities/teaching programmes as agreed, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities, 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.
- Update pupil records, as required
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
- Supervise child/children during break-time, both in the dining room and playground
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Provide break & lunch duty and first aid cover.
- Attendance at occasional school INSET may be required
- Assist in escorting and supervising pupils on educational visits and out of school activities.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.
- To know and apply school policies, including Child Protection, Health and Safety, Behaviour, Equal Opportunities etc.

Knowledge NVQ level 2 in numeracy & 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	Competencies Communication (written and verbal) Problem Solving Team working Active Listening Motivation
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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.