

St Mary's Catholic Primary School - Harborne B17 0DN

JOB DESCRIPTION

TEACHING ASSISTANT - LEVEL 3

General Description of Post

Teaching Assistants are appointed to work with children in the School under the general direction of the Classteacher and SENCo who will be responsible for the overall targeted teaching.

Qualifications Required

The post holder must possess a recognised qualification (identified by school).

Duties

The Teaching Assistant will be a member of a phase team, under the leadership of the Teacher. In co-operation with the Teacher and under the agreed educational plan, the post holder will work to a level reflected by the grade of the post:-

Support the Pupil by:

1. Undertaking activities with either individuals or groups of children to ensure their safety and facilitate their physical emotional and educational development.
2. Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
3. Working to establish a supportive relationship with the children and parents concerned
4. Encouraging acceptance and inclusion of the child with special needs
5. Promoting and reinforcing the child's self esteem

Support the Teacher by:

1. Monitoring individual children's needs and report this to their designated supervisor as appropriate
2. Keep such records of the children's development as are required by the school
3. Assisting teaching staff in the planning of work programmes for individuals and groups of children
4. Assisting the teaching staff in the smooth transition between educational phases
5. Support the maintenance of the pupils' security and safety

Support the School by:

1. Being aware of school's policies and procedures
2. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
3. Leading and supporting the work of an individual or team of students.
4. Being a committed team player who is involved in corporate school responsibilities i.e. conduct
5. To review and develop own professional practice regularly.

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Support the Curriculum/Learning by:

1. Undertaking such curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined

Hours of Work

The working week will be 32.5 hours or as prescribed by the National Joint Council for Local Government Services. Working hours to be as agreed with the Head Teacher.