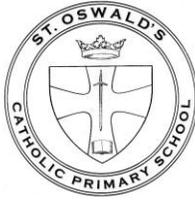


ST. OSWALD'S CATHOLIC PRIMARY SCHOOL.



JOB DESCRIPTION

Teaching Assistant

The conditions of employment applicable to this post are in accordance with the Catholic Education Service contracts, current educational and employment legislation.

At St. Oswald's we aim to build a community based on the love of God and each other, where we recognise that all children are precious and unique. We celebrate the special talents each person brings to our school and work in partnership with home, parish and the wider community to help children to grow in the Catholic faith. We provide a happy, secure learning environment and a rich curriculum through which we encourage all our children to fulfil their God-given potential.

Mission Statement

*Together with Jesus,
we will Learn and Grow in Faith.*

GENERAL RESPONSIBILITY.

To work as a teaching support practitioner and a member of a team; providing an effective, relevant, meaningful and balanced learning process for all children and to ensure that the Catholic vision is placed at the centre of the learning process, within the context of the aims of the school.

PROFESSIONAL DUTIES.

- A good understanding of the primary curriculum and requirements
- Contribute to the year group planning team, developing learning activities and opportunities for the children.
- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.

- Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean
- To contribute to the preparation of a stimulating learning environment inside and outside.
- Under direction, lead activities and work with individuals or small groups of children
- To assist the teacher in the devising of pupil's individual targets and their monitoring and review.
- Administer routine tests, assist in the invigilation of exams
- With the guidance of class teacher, adjust learning activities based on pupils' responses as appropriate to achieve effective learning outcomes.
- Promote equality of learning for the children in both group and individual situations by;
 - a) Clarifying and explaining instructions;
 - b) Ensuring child is able to use equipment and materials provided;
 - c) Motivating and encouraging child;
 - d) Assisting in concern areas e.g. behavior/ reading/ spelling, handwriting
 - e) Help child to concentrate and stay on task
- To ensure any work completed with children is marked according to the feedback policy.
- Contribute to observation and assessment procedures following school policies and expectations.
- To support children with medical or welfare needs.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils
- To develop methods of promoting and reinforcing children's self-esteem.
- To ensure all first aid and H&S requirements are adhered to.
- To manage pupil behaviour in a positive, calm and effective manner
- Establish and develop effective relationships with parents/carers

Other Duties

- promoting the general progress and well being of all children, maintaining the Catholic ethos of the school
- To ensure all safeguarding policies' and procedures are followed
- To be aware of the confidential nature of issues related to school
- To assist with supervision of lunchtime duties
- To support extra curricular clubs
- To participate in such meetings as required which relate to the curriculum and pastoral arrangements

- To work within school policies and procedures.
- To attend staff training and CPD
- to undertake any other duties of an equal nature appropriate to the post as determined by the Headteacher;

Appraisal/Performance Management.

To participate in arrangements made in accordance with the school's agreed policy on Appraisal/Performance Management.

This job description and allocation of particular responsibilities may be amended by agreement from time to time.