



ST. DUNSTAN'S

Teaching Assistant Job Description

St Dunstan's Catholic Primary School

'Catholic schools are ambitious for high achievement and high standards across the school. Success is often described in terms of academic outcomes, though schools themselves recognise and award pupil achievement in many ways. High achievement is for everyone. It is inclusive of all abilities and in line with the school's hopes for every child. So it is right that every Catholic school, reflects well on what it hopes for, reflects on how the learning experience offered in the school contributes to full human growth for everyone, so that the young are clearly on the road to become the people God intends.'

Taken from 'The Distinctive Nature of the Catholic School'

Pay Grade: Surrey 3

Accountable to: Class Teacher

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection and Safeguarding Policy and procedures in place. All staff must ensure that they are aware of these procedures.

In fulfilling the requirements of the post, the Learning Support Assistant will demonstrate strong professional attributes, and in particular will:

- support and promote the Catholic vision of the school and the school's Mission Statement
- have high expectations of self and others

1. Job Purpose:

Support the teacher with their responsibility for the development and education of children in school. Use routine supervision and care skills to support children throughout the school day.

2. Main duties and responsibilities of a Teaching Assistant:

Under the direction and supervision of the teacher:

1. Assist in the delivery of education by participating in the day to day learning activities i.e. working with the class, small groups or individuals to support their learning;

2. Provide timely and effective feedback to the class teacher on any misconceptions, difficulties or issues with behaviour for learning.
3. Work as part of a team to ensure the wellbeing, behaviour and personal development needs of the pupils are considered and acted upon;
4. Take pride in displaying pupil work in line with the School's Display Policy and the St Dunstan's Learning Guide;
5. Support the teacher to ensure that the learning environment is appropriate, safe and engaging to allow for excellent progress in learning.
6. Contribute to behaviour management of pupils through implementing school policies, deploying appropriate techniques and managing students through your knowledge of the children.
7. Organise and maintain a tidy, organised and purposeful learning environment;
8. Assist in effective record keeping;
9. Undertake outside playground supervision at breaks and at lunchtimes (lunchtime duties on a daily basis);
10. Participate in and engage fully with Professional Development opportunities e.g. training, working with professionals, coaching, appraisal and INSET.
11. Understand and apply school policies in particular those relating to behaviour, child protection and safeguarding;
12. Maintain confidentiality inside and outside the workplace.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

3. General responsibilities:

- Encourage pupils to interact and work co-operatively with others to ensure there is a positive learning environment;
- Provide comfort and immediate care in case of minor accidents and report serious incidents in line with the school's procedures;
- Ensure the health, safety and welfare of pupils is maintained at all times;
- Establish constructive relationships and communicate with parents at the end of the day where appropriate;
- Promote the inclusion of all pupils within the classroom;
- Observe Data Protection Guidelines in terms of the personal data used within school
- Be prepared to be flexible and to undertake any reasonable role within the school as requested by the Headteacher

Person Specification

	Essential	Desirable	Evidence
Education and Training			
GCSE pass in English and Maths or equivalent		✓	Application form, references, certificates Interview
Good level of written and spoken English (able to communicate in writing without error)	✓		
Numerate (able to convey the numeracy curriculum of the primary years)	✓		
Basic IT skills (able to support the children, open and send emails)	✓		
Professional knowledge and skills			
An ability to manage children effectively, thereby developing positive working relationships	✓		Application form, references, task observation, Interview
Well- developed interpersonal and communication skills	✓		
Experience or understanding of working effectively with pupils with a SEND need		✓	
Personal Qualities			
Embrace the Catholic ethos of the school	✓		Application form, references, Interview
Commitment to putting the needs of the children first	✓		
High expectations of self and others	✓		
Able to work as part of a team	✓		
Excellent time- management and self-organisation.	✓		
Flexible and resilient and an ability to work calmly and effectively under pressure	✓		
Willingness to learn and improve own practice	✓		
A good sense of humour	✓		
Safeguarding and promoting the welfare of all children			
Awareness of and compliance with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection.	✓		References, Interview
Ability to form and maintain appropriate relationships and boundaries with children.	✓		
Emotional resilience in working with challenging behaviours	✓		