**Teaching Assistant Job Description**

**Title of Job Teaching Assistant**

**Hours TBC**

**Grade H2/H3 (dependent on experience)**

**Reason job exists**

To provide support to teachers in the management of pupils’ learning

**Duties**

* To endeavour to promote the Catholic faith and the Gospel values
* Prepare classrooms and clear afterwards and assist with the display of pupil’s work
* Provide clerical/admin/support, eg photocopying, typing, filing, record keeping
* Assist with the planning and delivery of learning activities
* Respond to any questions from pupils about procedures and processes
* Accompany teachers and pupils on out of school activities and take responsibility for a group, under the direction of a teacher
* Liaise with parents and carers, under the direction of the teacher
* Administer routine tests
* Assist with the development of individual education plans and personal care programmes
* To obtain plans from, and liaise with the class teacher to deliver activities for groups of learners
* To keep records of progress for these pupils
* Attend to pupil’s personal needs, including health, hygiene, first aid and welfare matters

**Equalities**

The post holder must be aware of, and support difference and ensure that children have equality of access to opportunities to learn and develop.

**Health and Safety**

The post holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection: and report all concerns to an appropriate person.

The post holder must be aware of and comply with all safeguarding procedures within the school.

**Supervision**

The post holder is line managed either by a member of the School’s senior management team, or by a more senior teaching assistant.

**Contacts**

The post holder works with teachers and pupils and has occasional contact with parents and carers.

**Knowledge, Experience and Training**

* Experience of working with or caring for children of the relevant age
* Good numeracy and literacy skills
* Basic knowledge of first aid
* Ability to use ICT to support learning
* Understanding of learning programmes and strategies or the ability to learn quickly
* Ability to work in a team

**Physical Effort/Working Environment**

* The job may involve lifting children after falls or accidents
* The job may include clearing up blood or other bodily fluids of children after accident or sudden illness

**Additional Information**

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**Safeguarding Pupils/Criminal Records Bureau**:

All Saints Catholic Academy Trust (ASCAT) is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

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. The successful applicant will be subject to enhanced clearance through the Criminal Records Bureau as part of ASCAT’s pre-employment checks.