



ST. JOAN OF ARC Catholic School

ST JOAN OF ARC SCHOOL

JOB DESCRIPTION

TITLE OF POST: Teaching Assistant

ACCOUNTABLE AND RESPONSIBLE TO: Head of Education Support (SENCO)

MAIN PURPOSE OF THE JOB:

To carry out a range of tasks to support Headteacher and staff in the following key areas of operation of the school:

- supporting staff to achieve improved standards of learning and achievement and high quality education for all pupils

ACCOUNTABLE AND RESPONSIBLE FOR THE FOLLOWING KEY TASKS:

SUPPORT FOR PUPILS:

- Assist in addressing the needs of identified students in curriculum areas as timetabled.
- Create a supportive environment to promote learning.
- Demonstrate knowledge of learning difficulties and skills to support basic literacy and numeracy
- Mentor identified pupils as required
- Deliver programmes of support where identified on your timetable to small groups within the curriculum
- Keep detailed personal records of pupils learning and progress.
- Complete termly reports for the SENCO on progress for pupils with EHC Plans that you support.
- Attend EHCP Reviews (for pupils you support, where appropriate) with pupils, parents and external agencies to review pupils annual progress.
- Meet with external agencies with the SENCO to discuss assessments, strategies for pupils with particular needs (e.g. visual impairment, hearing impairment, Education Psychology).

SUPPORT FOR TEACHERS:

- Implement specific activities planned by teachers for students.
- Monitor pupil progress and feedback information to teachers.
- Develop strategies and resources to support work with pupils to ensure they access the curriculum.
- Implement Wave Support in the classroom.

SUPPORT FOR SCHOOL:

- Work in partnership with the SENCO to raise awareness of vulnerable students.
- Be aware of and apply whole school policies particularly behaviour management, child protection, safeguarding and anti-bullying.

SUPPORT WITH THE CURRICULUM:

- Make use of appropriate resources, including ICT, to support students in the classroom.
- Support students who need special arrangements for examinations.
- Engage in appropriate training opportunities.

OTHER:

- Attend training courses, departmental meetings and performance management interviews at the request of your line manager.
- Undertake any other reasonable tasks as directed by your line manager or the Headteacher.