**St. Cross Catholic Primary School**



**“Together we grow in God’s love”**

**JOB TITLE: TEACHING ASSISTANT**

**REPORTS TO: HEAD TEACHER/DEPUTY HEAD TEACHER**

**SALARY RANGE: H2**

**Purpose of the role:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

1**. Responsibilities:**

• Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher

• Support pupils to understand instructions support independent learning and inclusion of all pupils

• Support the teacher in behaviour management and keeping pupils on task

• Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate

• Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment

**Teachings Assistants in this role may also undertake some or all of the following:**

• Record basic pupil data

• Support children’s learning through play

• Assist with break-time supervision including facilitating games and activities

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| **Knowledge**  NVQ level 1 (or equivalent)  Basic knowledge of ICT  Awareness of Health, wellbeing and safety  Awareness of keeping children safe  Awareness of Data protection and confidentiality  Basic knowledge of First Aid | **Competencies**  Communication (written and verbal)  Problem Solving  Team working  Active Listening  Motivation |

• Support pupils in using basic ICT

**2. General**

* Communicate effectively with children, staff, parents, governors, outside agencies and visitors to the school.
* Training and development within the school’s CPD programme.
* To participate in general school activities and special events.
* Ensure a safe and healthy environment by carrying out teaching assistant responsibilities as set out in the School Policies.
* Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.

**3. Safeguarding**

St Cross Catholic School is committed to safeguarding children and young people and expects all staff to promote the welfare of its pupils as outlined in school policies and procedures. A successful appointment will depend upon an enhanced DBS check and appropriate references.

**4. Review of duties**

The specific duties attached to any individual teacher are subject to annual review. The responsibilities and duties listed above describe the current post, however, the post-holder is expected to accept any reasonable alterations that may be necessary. *The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

Head Teacher: Signature: Date:

Post Holder: Signature: Date:

*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. An enhanced disclosure will be sought through the DBS as part of Academy pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you invited to an interview you will receive more information.*