

## Job Description

### Teaching Assistant



GRADE/ SCALE: Band D
Hours: Monday to Friday 8.30am – 3.30pm
Term time only

RESPONSIBLE TO: Headteacher
Working under the direction of: Class Teacher and Senior Leadership Team

The school was founded by and is part of the Catholic Church. It is one of the formal means through which the Church's educative mission is fulfilled and is to be conducted as a Catholic school in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Diocese of Hallam.

#### Main purpose of this role

- To support individual/groups of pupils in the curriculum to accelerate their learning.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor the pupil's progress and adapt agreed approaches to their particular needs.
- To promote the school's Catholic aims and values.
- To contribute to the educational needs and personal, social and emotional development of children.
- Work under the direction and instruction of the Class Teacher/Senior Leadership Team to support learning and the management of pupils within school.

#### Responsibilities and duties

- Work as part of a team to ensure quality education for children
- To promote the development of communication, language, speaking and listening, numeracy, reading, writing and mathematics
- Be aware of and support school policies and procedures.
- Work alongside children by planning and carrying out relevant activities that accelerate and raise the level of achievement involved in all areas of the curriculum, under the guidance of the SENDCO, class teacher or Senior Leaders
- Report any concerns regarding children's welfare or education to the safeguarding team.
- Assist with maintaining good discipline throughout the school at all times, following school policy and procedures.

- Assist with the preparation of resources e.g. photocopying resources
- Attend appropriate staff meetings and training days/events as requested

**Behaviour and safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage behaviour effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- Follow the behaviour policy of the school
- Follow the Health and Safety, safeguarding and other statutory and non-statutory policies of the school

**Team work and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learner, curriculum or organisation of the school
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

*The Postholder’s duties must be carried out in compliance with the school’s policies and procedures, including child protection procedures and the School’s Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation.*

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*This job description will be reviewed annually, as part of the school’s annual appraisal procedures for support staff, or earlier if necessary. It may be amended at any time subject to consultation with all relevant parties.*

<b>Date Job Description Revised:</b> April 2026	<b>By whom</b> Mrs C Williams
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