



**Bishop Wilkinson**  
Catholic Education Trust  
Through Christ, in Partnership

## Job Description

### TEACHING ASSISTANT

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Grade: Band 3  
Hours: 25.5 hrs per week, Term Time Only, Fixed Term until 31.8.2022  
Location: St Joseph's Catholic Middle School  
Reports to: SENDCo

#### Job Purpose

- To work under the guidance of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils. Work may be carried out in the classroom or outside the normal teaching area.

#### Main Duties and Responsibilities

##### Support for Pupils

- Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.
- Supervise and support children in their access of learning.
- Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
- To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
- Encourage children to play and interact with one another.
- Encourage children to engage in, and participate in learning activities lead by the class teacher.
- To have challenging expectations that encourages children to act independently and build self esteem.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the class teacher.

### **Support for the Teacher**

- Create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the supervising teacher.
- Assist the supervising teacher with the planning of learning activities.
- As directed by the class teacher:
  - Prepare the classroom prior to a lesson
  - Clear up after a lesson
  - Assist with the display of pupils' work
- Report to the classroom teacher, as agreed, on:
  - · Pupil problems
  - · Pupil progress
  - · Pupil achievements
- Undertake the maintenance of pupils' records as directed by the class teacher.
- Support the teacher in the management of pupil behaviour.
- Gather information from parents and carers as directed by the class teacher.
- Establish constructive relationships with parents and carers.
- Administer routine tests and invigilate exams.
- Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.
- Provide the classroom teacher with clerical and admin support, particularly:
  - · Undertaking bulk photocopying
  - · Word processing
  - · Filing
  - · Collecting money
  - · Administer course work

### **Support for the Curriculum**

- Undertake structured and agreed teaching programmes, adjusting activities according to pupil responses.
- Help pupils to understand instructions
- Support pupil learning with respect to all of the local and national learning strategies
- Support pupils in their use of ICT as directed by the class teacher
- Prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

### **Support for the School**

- Comply with all school policies relating to:
  - · Health and Safety
  - · Equal Opportunities
  - · Child Protection
  - · Confidentiality and data protection.
- Work in such a way as to promote the ethos and vision of the school.
- Participate in training and development, and activities that contribute to the management of performance.
- Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.

- To undertake other duties and responsibilities as required commensurate with the grade of the post.

**Additional Information**

- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**September 2021**