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| **Part Time Teaching Assistant (level 3 minimum)**  **Job Description** |



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| **Contractual Details** | | | | |
| **Post Title:** | Teaching Assistant | | | |
| **Contract type:** | Permanent  ✓ | Fixed Term | Full time | Part time  ✓ |
| **Salary:** | £10,092.80 | | | |
| **Contractual Hours:** | 5 days per week; Term Time plus INSET days (16 hours per week)  Monday – Friday: 8.30am - 12.30pm | | | |

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| **Job purpose** |
| * To support children’s learning as directed by the Headteacher and Classroom Teacher, working with groups of children/students or individuals ensuring all children have access to the curriculum in a safe, caring and learning environment. * Work with class teachers to raise the learning and attainment of pupils. * Promote pupils’ independence, self-esteem and social inclusion. * Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement. * Contribute positively to the Catholic ethos of our school. |

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| **Post Holder’s Responsibilities** | |
| Role Specific duties and responsibilities | * Establish productive working relationships with pupils, acting as a role model and setting high expectations. * Promote the inclusion and acceptance of all pupils within the classroom. * Support pupils consistently whilst recognising and responding to their individual needs. * Assisting the class teacher with the monitoring of students’ progress and the identification and preparation of appropriate materials and resources for teaching purposes. * To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for student(s) and to differentiate curriculum content according to the needs of student(s). * To plan and implement specific intervention programmes with individual students or groups appropriate to the developmental needs of individual children throughout different curriculum areas such as phonics intervention etc. * To develop positive relationships with students and staff to assist student progress and attainment. |
| Support for the Teacher | * Work with the Teacher to establish an appropriate learning environment * Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievements against predetermined learning activities. * To assist in student supervision and the management of behaviour. * To undertake classroom administrative tasks including the maintenance of records and displays. * To provide ideas, resources and learning strategies for lessons. * Undertake marking of student work and recording of achievement. * Assist in the supervision of children on trips/visits. |
| Support for the School | * To uphold the Catholic ethos of the school * To assist in providing a purposeful, orderly and supportive environment for learning. * Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy. * To attend staff training/meetings as appropriate. * To take care for their own and other people's health and safety. * To be aware of the confidential nature of issues related to home/student/teacher/school work. |
| Other | * To apply all policies, procedures and practices including safeguarding procedures relating to your duties. * Keep your line manager informed of any shortcomings or difficulties with carrying out any of your duties/responsibilities. |
| This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder’s professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties which the Headteacher may, from time to time, deem appropriate and necessary. | |