



Loreto Preparatory School

Sincerity Freedom Justice Truth Joy Excellence Internationality

Head Teacher: Mrs A.C. Roberts B. Ed (Cantab)
Dunham Road, Altrincham, WA14 4GZ

Job Description **Teaching Assistant**

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE APPLICATION FORM.**

If successful, we will be required to the DBS (Disclosure & Barring Service) which was formerly known as Criminal Records Bureau for an enhanced 'disclosure'.

JOB PURPOSE: Undertake a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of children in accordance with the aims and policies of the school. Provide supervision for whole classes of pupils to maintain continuity of pupil's learning.

HOURS: Monday to Friday, 32.5 hrs a week - 8.30 p.m. to 3.30 p.m.

SALARY: Between £11.15 and £13.65 dependent on experience

1. Accountability

The Teaching Assistant reports to the Headteacher.

2. Purpose

Undertake a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of children in accordance with the aims and policies of the school. Provide supervision for whole classes of pupils to maintain continuity of pupil's learning.

3. Principal Responsibilities

- To support and develop the school's Catholic ethos and its objectives, policies and procedures as agreed by the governing body.
- To live out our school mission statement and values in his/her daily work.
- Within a framework prescribed by a class teacher, prepare, plan and implement individual, group and some whole class learning activities and intervention programmes across the whole school, working alongside and in conjunction with professional teaching staff.
- Undertake a specialist role using appropriate multi-sensory learning strategies, resources and specialist equipment to meet the learning objectives of lessons, differentiating tasks as appropriate for individuals or groups of children with varied abilities and special needs.

- Manage the behaviour of whole classes of pupils whilst they are undertaking their work to ensure a constructive environment, and pre-empt/ deal with situations arising in accordance with school policies and procedures.
- Evaluate pupils' responses throughout learning activities, determine what each child can achieve unaided and the point of intervention for the provision of appropriate learning scaffolding.
- Analyse, monitor and track individual pupil progress through a range of assessment and monitoring techniques; deliver pupil learning boost sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform the class teacher's decisions regarding Individual Education and Behaviour Plans.
- Access, maintain and update a range of pupil and school records to facilitate assessment of pupils' progress.
- Ensure that pupil's health and safety is maintained in, around and for out of school educational visits including supervised use of subject specific tools, equipment and learning materials.
- Supervise attendance to the pupils' personal, social and physical needs by other school staff so that the wellbeing of the pupil is maintained.
- Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
- Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupils' wellbeing.
- Attend staff and other meetings and participate in staff training development work and staff reviews as required.

NOTE

Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Head Teacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.