



**ST. HELEN'S CATHOLIC PRIMARY SCHOOL**  
**JOB DESCRIPTION**

**MISSION STATEMENT**

**RESPECT YOURSELF,  
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,  
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,  
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY  
BUT MOST OF ALL, RESPECT GOD OUR FATHER  
IN HEAVEN.**

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| <b>Job Title</b>    | Class Teaching Assistant   |
| <b>Grade</b>        | Point 11 to point 14   |
| <b>Reports to</b>   | Head Teacher, Class Teacher, Inclusion Manager                         |
| <b>Liaison with</b> | Inclusion Manager, Teaching Staff, Support staff, Headteacher, pupils. |

**Purpose of the Job**

To work in partnership with class teachers to support learning in line with the National Curriculum, SEND code of practice and school policies and procedures.

**Principal Accountabilities**

- Working with individuals or small groups of children under the direction of teaching staff.
- Implement planned learning activities/teaching programmes as agreed with teacher adjusting activities according to pupils response as appropriate.

**Duties**

- To encourage the development of independent learning skills wherever possible.
- Establish positive relationships with pupils who are identified as needing support.
- Support pupils with activities which develop literacy and numeracy skills.
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task.
- Interact with, and support pupils, according to individual needs and skills.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.

- Monitor and record pupil activities, as appropriate, and the writing of records and reports as required.
- Provide feedback on pupils in relation to attainment and progress under the guidance of the teacher.
- To support learning by making/arranging/providing/maintaining resources for lessons/activities under the direction of the teacher.
- To attend to pupils' personal needs, including help with social welfare and health matters, including minor first aid.
- Assist with the development and implementation of ISPs.
- Liaise with other staff and provide information about pupils as appropriate.
- To assist with the display and presentation of pupil's work.
- To supervise pupils for limited and specified periods including break-times.
- To assist with escorting pupils on educational visits.

### **GENERAL RESPONSIBILITIES FOR ALL TEACHING ASSISTANTS**

- Comply with and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, Pupil well-being, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall ethos/aims and Mission Statement of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teacher, to support achievement and progress of pupils.

### **GENERAL RESPONSIBILITIES FOR ALL SUPPORT STAFF**

- To participate in the performance management process - taking personal responsibility for identification of your learning, development and training needs - in discussion with your Performance Management Team Leader.
- To comply with individual responsibilities, in accordance with role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive or exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of their position.

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| <p style="text-align: center;"><b>THE GOVERNING BODY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE IN THIS COMMITMENT.</b></p> |
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