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**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.**

**Job Title** Teaching Assistant with special responsibilities

(INTERVENTIONS)

**Grade**

**Reports to** Assistant Headteacher

**Responsible for** Provision for pupils across the school on intervention programmes

**Liaison with** Assistant Headteacher, Teaching Staff and Class TAs

**Job Purpose:** To work in partnership with Assistant Headteacher and class teachers to support learning in line with the National Curriculum, SEND code of practice and school policies and procedures. To have specific responsibilities for the delivery of Intervention programmes across the school.

**Principle Accountabilities**

To work alongside the Assistant Headteacher, by contributing to the planning, delivery of sessions, assessing, monitoring progress and reporting back to the Assistant Headteacher and class teachers.

**Duties**

* Implement planned learning activities/teaching programmes to individuals or groups of children as agreed with the Assistant Headteacher, adjusting activities according to pupils’ needs as appropriate.
* To take responsibility for the preparation and maintenance of materials and resources.
* Understand the specific learning needs and styles and provide differentiated support to pupils individually and within a group.
* Establish positive relationships with pupils identified as needing support.
* Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
* Support pupils with intervention activities which help to develop literacy and numeracy skills.
* Support the use of ICT in the classroom and develop pupils’ competence and independence in its use – where appropriate.
* Promote the inclusion and acceptance of all children within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
* Write up records as required and give feedback to the Assistant Headteacher/ Class teacher about individual pupils.
* Monitor and record pupil responses and learning achievements.
* Use your initiative to resolve problems but seek advice when unsure.
* To be involved in planning, organising and implementing individual plans/IEPs, including attendance at, and contribution to, meetings, where appropriate and where possible.
* Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
* To attend to pupils’ personal needs including help with social, welfare and health matters, including minor first aid.
* Promote positive pupil behaviour in line with school policies and help keep pupils on task.
* To assist with the display and presentation of pupil’s work.
* 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 nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of their position.

**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.**