



Blessed Hugh Faringdon Catholic School

Job Title: Teaching Assistant

Job Purpose

To support teaching staff, ensuring that students make required and expected progress in all areas of academic and social development.

Duties and Responsibilities

Support for students (either individual or groups)

- Support students in lessons, ensuring that they make academic progress.
- Establish and maintain relationships with individual students and groups of students.
- Support students during additional learning activities (e.g. small group work).
- Promote students' social and emotional development.
- Contribute to assessing progress towards targets and the setting of new targets.
- Contribute to the good mental health and well-being of students.
- Support students with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, emotional and social development needs, communication and interaction difficulties and manage behaviour.
- Promote and safeguard the welfare of children and young people he/she is responsible for or comes into contact with.
- Support students to develop the required literacy and numeracy skills to enable effective learning and progress to take place.
- Support students to access the curriculum.
- Liaise with the SENDCO/Head of the ASD Resource and their Assistants to regularly report on the progress of students.

Support for the classroom teacher

- Observe and report on student performance and learning needs for the lesson.
- Contribute to the planning and evaluation of learning activities where appropriate.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of students' behaviour, in consultation with the teacher, where it impedes progress and learning.
- Contribute to maintaining students' records.
- Support the maintenance of students' safety and security.

- Provide general administrative support, for example, administer coursework, produce worksheets etc.

Support for the curriculum

- Support the use of information and communication technology in the classroom as an aid to learning and progress.
- To ensure their tasks are carried out with due regard to Health and Safety and Safeguarding.
- Subscribe to and demonstrate the ethos of the school.
- Promote the whole school vision and aims.
- Set an example of personal integrity and professionalism.
- Attend at appropriate staff meetings and parents evenings.
- Any other duties as required at the direction of the SENDCO/Head of the ASD Resource/SLT member/Headmaster.

Support for the school

- Support the development and effectiveness of teamwork within the school environment.
- Develop and maintain positive, professional working relationships with other professionals.
- Liaise with parents as appropriate.
- Take an active role in reviewing and developing own practice including participation in in-house and external professional development.
- Contribute to and adhere to the principles of appraisal.
- Work as required across the curriculum and in all Key Stages within the school.
- Subscribe to and demonstrate the ethos of the school.
- Promote the whole school vision and aims.
- Set an example of personal integrity and professionalism.
- Attend at appropriate meetings including staff meetings, department meetings, meetings with parents and parents evenings.
- Carry out any other duties as required at the direction of the SENDCO/Head of the ASD Resource/SLT member/Headmaster.

Person Specification Teaching Assistant

	Criteria
Qualifications	<ul style="list-style-type: none"> • Demonstrable levels of numeracy & literacy equivalent to GCSE Grade 4 or above.
Experience	<ul style="list-style-type: none"> • Experience of working with children (either paid or unpaid capacity) preferably in an education setting is desirable.
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Be able to develop good learning relationships with students so that they are motivated to learn and make good progress. <p>Demonstrate good oral and written communication skills.</p> <p>Calm and positive approach</p> <p>Able to deal with confidential information sensitively and appropriately in line with school policies</p> <p>High level of ability to relate well to children, including those with special needs, and adults</p> <p>Sensitive to the needs of children and parents</p> <p>Ability to use own initiative where required.</p>
Personal Qualities	<ul style="list-style-type: none"> • Hardworking, committed, loyal, resilient, resourceful, reliable. • Enthusiastic and with a “can-do” approach. • Committed to continuing professional development. • High expectations of self and others.