St. Peter's Catholic Primary School, Winchester

Job Description: Teaching Assistant

Prepared: December 2024

Mission Statement

"At St. Peter's we strive to be a joyful, active, Catholic community, belonging to and guided by our Lord Jesus Christ.

We deliver a high quality, rounded education, focussing not only on individual academic excellence, but also on each pupil's spiritual, moral, physical and emotional development. We are a forward-looking school, continually seeking ways to build on our successes and further enhance the educational experience of our children.

Inspired by the values of Catholic Social Teaching, we provide superb pastoral care for the entire school, particularly the most vulnerable amongst us and we actively promote justice, charity and care for our created world.

As a community, we aim to grow in communion with each other and with God. We aspire for every member of our school to become daily more like Jesus, filled with the grace and power of the Holy Spirit, allowing them to live life to the full, in hope and joy, transforming the world around them and bearing fruit that will last"

'Christ at the Centre'

Teaching Assistant Duties

Reports to: SENDCo or Phase Leader

DUTIES

- Have a clear understanding of the vision of St. Peter's School and be in agreement with the aims as set out in the Mission Statement.
- Work as a member of a professional team offering care and security to all children in the School.
- Work under the direction and guidance of the SENDCO and/or Class Teacher and/or Phase Leader to support the children in learning.
- Attend relevant Staff Contribution Review meetings with line managers.
- Be pro-active in matters relating to Health and Safety.
- To help pupils organise themselves and their equipment. To explain tasks in class and help to record homework where appropriate.
- To carry out special duties if the pupil's statement specified, e.g in the case of a physical disability some help with exercise may be necessary or maintain frequent liaison with parents in order to monitor the disability.
- To provide, where necessary, written details of pupils' progress/behaviour to assist Annual Reviews and/or other assessment.
- To become familiar with the aims and objectives of Annual Reviews and the targets of Individual Support Plans for the pupils with whom they are working.
- To attend Development Learning Support meetings and staff meetings when appropriate.

MONITORING AND EVALUATION

- Participation in the evaluation of the support programme.
- Providing regular feedback about the pupil to the teacher.
- Contributing to reviews of the pupil's progress.

LEADING, MANAGING PEOPLE AND RELATIONSHIPS

- Drawing on knowledge of various forms of special needs, the development of an understanding of the specific needs of the child/ren concerned.

- Taking into account the special needs involved, aiding the child/ren to learn as effectively as possible both in group situations and on his/her own by, for example:

  ◊ Clarifying and explaining instructions
  ◊ Ensuring child is able to use equipment and materials provided
  ◊ Motivating and encouraging child as required
  ◊ Assisting in weak areas, eg language, behaviour, reading, spelling, handwriting, presentation etc.
  ◊ Helping students to concentrate on and finish work set
  ◊ Meeting physical needs as required whilst encouraging independence
  ◊ In liaison with class teacher devising complementing learning activities

- In respect of pupils with physical disabilities, the following may also be necessary:

  ◊ Supervision and/or help moving around the site
  ◊ Supervision in the playground
  ◊ Supervision and support in PE/games lessons
  ◊ Carrying out alternative PE/games programmes
  ◊ Carrying out physiotherapy/occupational therapy programmes
  ◊ Carrying out a programme of independence training
  ◊ Help with toileting which may include changing nappies, catheterisation
  ◊ Help with eating
  ◊ Help with practical tasks
  ◊ General support in and around the classroom
  ◊ Help with use of alternative methods of recording: use of concept keyboard; use as amanuensis etc.
  ◊ Ensuring safety
  ◊ Helping a pupil whose condition causes fatigue of a high level of absences to catch up with class work

- Establishing a supportive relationship with the child/ren concerned.

- Encouraging acceptance and inclusion of special needs child with other children in school.

- Assist teachers on playground duty and other organisational duties as required.

- Assist with lunchtime supervision of pupils.

MANAGING RESOURCES

- Assisting, with class teacher (and other professionals as appropriate), in the development of a suitable programme of support for child/ren with special needs.

IMPROVEMENT

- Attending relevant in-service training.

ACCOUNTABILITY

- Being aware of school procedures.
- Such other duties as may be reasonably allocated or directed within he purview of the post.
- To maintain confidentiality where appropriate.

OTHER DUTIES AND RESPONSIBILITIES

Undertake some of these duties from time to time as the Headteacher/Phase Manager requires:

- Prepare and present displays of pupils' work
- Support class teachers in photocopying
- Collect money
- Help with record keeping and filing
- Collate pupil reports
- Input pupil data into school management systems

NOTES

- Hours of work will be decided by the Headteacher.
- Hours of work may be subject to change for operational reasons.
- Responsibilities may be changed or adapted by the Headteacher in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted in the light of further appointments.
- These duties and responsibilities outlined to be undertaken in consultation with the Headteacher.

Review Date	Signature