



St. Joseph's  
Catholic Infant  
& Junior Schools  
Birtley



Bishop Wilkinson  
Catholic Education Trust

## Job Description

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Post title: Teaching Assistant – Level 3  
Grade: Grade E, SCP 8-11 (£24,702 - £25,979, per annum, pro rata)  
Reports to: Executive Headteacher and SLT

### Job Purpose

- To work under the guidance of teaching staff and within an agreed system of supervision, to implement agreed work programmes with individual/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and management/preparation of resources. Staff will also supervise whole classes occasionally during the short-term absence of teachers and will need to respond to questions and generally assist pupils to undertake set activities. The primary focus will be to maintain good order and keep pupils on task.

### Main Duties and Responsibilities

#### Providing support for pupils by: -

- Using specialist (curricular/learning) skills/training/experience to support pupils
- Assisting with the development and implementation of SEND pupil support plans
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations
- Promoting the inclusion and acceptance of all pupils within the classroom
- Supporting pupils consistently whilst recognising and responding to their individual needs
- Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance
- Providing feedback to pupils in relation to progress and achievement

#### Providing support for the teacher by: -

- Working with the teacher to establish an appropriate learning environment
- Working with the teacher in lesson planning, evaluating and adjusting lessons/planning as appropriate
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against learning objectives
- Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters
- Responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertaking marking of pupils' work and record achievement/progress as agreed with the teacher

- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour
- Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents
- Administering and assess routine tests and invigilate exams/tests
- Providing general clerical/admin. Support e.g. produces worksheets for agreed activities

#### **Providing support for the curriculum by: -**

- Implementing agreed learning activities teaching programmes, adjusting activities according to pupil responses/needs
- Implementing local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
- Helping pupils to access learning activities through specialist support
- Determining the need for, prepare and maintain general and specialist equipment and resources

#### **Providing support for the school by: -**

- Being aware of and complying with policies and procedures relating to child protection, behaviour, anti-bullying, anti-racism, health, safety and security, confidentiality and data protection
- Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attending and participating in regular meetings
- Participate in training and other learning activities as required
- Recognising own strengths and areas of expertise and use these to advise and support others
- Providing appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Supervising pupils on visits, trips and out of school activities as required
- Other such responsibilities allocated which are appropriate to the grade of the post

#### **Additional Information**

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and

requirements for the management and handling of information; and use Trust information only for authorised purposes.

- The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.
- The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**October 2024**