



MARICOURT CATHOLIC HIGH SCHOOL
JOB DESCRIPTION and PERSON SPECIFICATION

Post: Teaching Assistant – Level 1
28 hours a week Term time

Grade: Grade C SCP 3-4

Responsible To:

Headteacher, SENCO and Business Manager

Responsible For:

N/A

JOB PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of physical and general care and basic classroom management techniques.

MAIN DUTIES

In harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, to contribute to the ethos of the school in working practices and in relationships with staff and pupils.

To support the policies, procedures and processes laid down in the Staff Manual and as directed by the Governing Body and the Senior Management of the school.

Support for the Pupil

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

Support for the Teacher

- Provide clerical/administration support (e.g. photocopying, telephone calls, dealing with e-mails and filing)
- Assist with the display of children's work
- Prepare classroom as directed for lessons and clear afterwards
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping electronic and paper as requested

- Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format
- Gather/report basic information from/to parents/carers as directed

Support for the Curriculum

- Prepare and maintain equipment and resources as directed
- Assist pupils in the use of appropriate resources within appropriate lesson plan

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely affects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Prepared by: Liz Heaton

Designation: School Business Manager

Date: August 2024

