**ST. CHRISTOPHER’S**

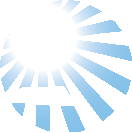
**R .C. PRIMARY & NURSERY SCHOOL**

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Headteacher: Mr. I. Noone B.A (Hons), PGCE, NPQH

**JOB DESCRIPTION**

**JOB DESIGNATION:**  TEACHING ASSISTANT/ICT LEVEL 3

**GRADE:**  GRADE E

**POST OBJECTIVES:**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.

To supervise, within a school cover supervision policy, whole classes occasionally during the short term absence

of teachers, to maintain good order and to keep pupils on task.

# MAIN DUTIES AND RESPONSIBILITIES

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| --- |
| **SUPPORT FOR PUPILS** |
| * Use specialist (curricular/learning) skills/training/experience to support pupils * Assist with the development and implementation of IEPs * Establish productive working relationships with pupils, acting as a role model and setting high expectations * Promote the inclusion and acceptance of all pupils within the classroom * Support pupils consistently whilst recognising and responding to their individual needs * Encourage pupils to interact and work co-operatively with others and engage all pupils in activities * Promote independence and employ strategies to recognise and reward achievement of self-reliance * Provide feedback to pupils in relation to progress and achievement |
| **SUPPORT FOR THE TEACHER** |
| * Work with the teacher to establish an appropriate learning environment * Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate * Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives * Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence * Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested * Undertake marking of pupils’ work and accurately record achievement/progress * Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour * Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed * Administer and assess routine tests and invigilate exams/tests * Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc. |
| **SUPPORT FOR THE CURRICULUM** |
| * Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs * Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills * Support the use of ICT in learning activities and develop pupils’ competence and independence in its use * Help pupils to access learning activities through specialist support * Determine the need for, prepare and maintain general and specialist equipment and resources |
| **SUPPORT FOR THE SCHOOL** | |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils * Attend and participate in regular meetings * Participate in training and other learning activities as required * Recognise own strengths and areas of expertise and use these to advise and support others * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * Undertake planned supervision of pupils’ out of school hours learning activities * Supervise pupils on visits, trips and out of school activities as required | |

**PERSON SPECIFICATION**

**TEACHING ASSISTANT LEVEL 3**

**Personal requirements of a successful postholder**

**Education/Qualifications/Membership of Professional**

**Institutions (indicate grade)**

Willingness to undertake DfES TA induction E

NVQ Level 3 for Teaching Assistants or equivalent, or previous relevant experience E

Very good numeracy/literacy skills E

**Specialised Training**

Training in the relevant strategies e.g. literacy and/or in particular

curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths,

English, CACHE etc. E

Appropriate first aid training E

**Experience**

Experience working with children of relevant age E

**Key Skills**

Can use ICT effectively to support learning E

Use of other equipment technology – video, photocopier E

Ability to self-evaluate learning needs and actively seek learning

Opportunities E

Ability to relate well to children and adults E

Work constructively as part of a team, understanding classroom roles

and responsibilities and your own position within these E

**Key Knowledge**

Full working knowledge of relevant policies/codes of practice and

awareness of relevant legislation E

Working knowledge of national/foundation stage curriculum and

other relevant learning programmes/strategies E

Understanding of principles of child development and learning processes E

Have a good working knowledge of computer hardware, software, operating systems and E

peripherals.

**For information**

**Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post**

**Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.**