Post: TEACHING ASSISTANT – GENERAL

To support and assist the Head Teacher and other colleagues in endeavouring to maintain and develop the Catholic character of St Anthony’s School in accordance with the directions given by the Local Academy Committee and in the spirit of the Mission Statement of the school, 

Learning Growing and Living with Jesus

Responsible to: Head Teacher, Classroom Teacher, Inclusion Manager and Local Academy Committee

Essential:
- an understanding of safeguarding and child protection
- the capacity to be flexible in your work approach
- a commitment to high standards in all matters

Responsible for: carrying out duties as outlined below to the best of your ability.
- To work alongside individuals and groups as directed
- To withdraw pupils where a specific learning programme has been set up for them
- To consult with the class teachers regarding the best way to support the pupils/groups
- To adapt work material as and when required
- To assist the class teacher and Inclusion Manager in drawing up Individual Education Plans by sharing knowledge and information about the children you have been involved with
- To contribute to Review meetings as appropriate
- To liaise with parents where appropriate
- To hear children read under the direction of the class teacher and to assist with records
- To assist class teachers in preparing, mounting and displaying work
- To photocopy work for class use
- To help keep resources and class rooms tidy where appropriate
- To be aware of school procedures and policies and have due regard for the need to safeguard children
- To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately
- To attend relevant in-service training
- Any other tasks as directed by the Head Teacher which fall within the responsibilities of the post.

This job description may be reviewed at the end of the academic year or earlier, if necessary. In addition, it may be amended at any time after consultation with you. September 2019