



St George Catholic College

Job Description for Teaching Assistant

As a Catholic school, the senior staff work with the Executive Headteacher, Headteacher and the Governors in realising the educational Mission of the Church which is reflected in the school's vision statement, its SEF and the school development plan.

As a Teaching Assistant you will share responsibility for the ethos, management and development of the school.

Reporting to: Your line manager

Duties:

- To work with the teachers to support the learning of individual or groups of students.
- To lead the Teaching and Learning of small groups where appropriate.
- To plan with individual subject teachers, the support required to assist the learning of individual groups.
- To attend meetings as required to develop a team and collegiate ethos
- To work with the Inclusion lead assistant to see opportunities where support packages to assist pupil development can be overlapped.
- To assist in the educational and social development of pupils under the direction of your line manager.
- To assist in the implementation of individual education programmes for students and help monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- To be a key worker to identified students or groups, following the assess, plan, do, review framework.
- To work with other professionals as necessary.
- To assist in maintaining pupil records.
- To prepare and present displays of student's work.
- To support teaching staff in photocopying and other tasks in order to support teaching.
- Support the college ethos of ASPIRE.
- Set a good example in terms of dress, punctuality and attendance.
- Attend college staff meetings.
- Be proactive in matters relating to health and safety.
- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend & contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safe-guarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of Health & Safety issues and act in accordance with the School's Health & Safety Policy.
- Any other duties which reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the postholder.

All post holders are expected to support the school's aims, familiarise themselves with school policies and procedures and to reinforce these with students, parent and clients where appropriate. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.