



Job Description

Job Title:	Teaching/Classroom Assistant
Reports to:	Head of School
Grade:	Teaching Assistant Scale - Grade 5 (if qualified)
Hours:	32.5 - 37.5 hours per week (term time only) times to be confirmed

Job Purpose

Teaching Assistant/Classroom Assistants will:

- foster the participation of pupils in the social and academic processes of the school;
- enable pupils to become more independent learners and help to raise the standards of achievement of all pupils;
- ensure that the Catholic Christian ethos and core values of the school are maintained both inside and outside the classroom;
- reflect on individual learning needs and actively seek own learning opportunities.

Support for pupils

- support pupils' learning activities, attend to additional learning needs, and help with their development;
- help with the care and support of pupils;
- encourage pupils to interact with others appropriately;
- establish and maintain relationships with individual pupils and groups;
- be an effective model for pupil behaviour.

Support the teacher

- help with classroom resources and records;
- contribute to the management of pupils' behaviour and supervision, both in the classroom and on the playground, as required;
- support the school curriculum, especially literacy and numeracy activities;
- provide support for learning activities;
- provide feedback to the teacher in relation to pupils' progress and achievements;
- support the use of ICT in the classroom;
- assist in the maintenance of a safe environment for pupils and staff;
- assist in the presentation of display materials especially art;
- establish positive working relationships;
- support teaching staff or senior colleagues with routine administration

Support for the school

- help to maintain the ethos and core values of Beaulieu;
- contribute to the maintenance of pupils' safety and security;
- review and develop their own professional practice;
- attend meetings when required, prior notice will be given;
- demonstrate loyalty to the school community, inside or outside of the school;
- recognise confidentiality, child protection procedures, Health & Safety, and the policies of the school
- any other duties as reasonably requested by Senior Management Team

Knowledge and Skills

- A good standard of education
- Possess a Level 3 qualification or equivalent (this would be preferred but not essential)
- Previous experience in wellbeing/ELSA would be an advantage
- A pleasant manner, smart appearance, and courteous approach
- A sound knowledge of computer based systems
- The ability to deal with students and their wide range of problems sympathetically and effectively
- A high degree of self-motivation and initiative with the ability to prioritise
- The ability to work flexibly within a team
- Awareness and willingness to comply with Health & Safety at Work requirements

Signed: _____ Date: _____
Jobholder

Signed: _____ Date: _____
Member of SMT