

**Job Description**

**Job Title: Teaching/Classroom Assistant**

**Reports to: Head of Secondary**

**Grade: Teaching Assistant Scale - Grade 5 (if qualified)**

**Hours: Hours: 32.5 - 37.5 hours per week (term time only) times to be confirmed.**

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**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:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Head of Secondary)*