



# St. Joseph's Institution International School

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Teaching Assistant</b>		
<b>Reporting To:</b>	<b>Year Leader</b>		
<b>Effective starting from:</b>	<b>1 August 2026</b>	<b>To:</b>	<b>31 July 2028</b>

### **Main Purpose of the Job:**

- To assist in development of pupils' learning, the provision of care and the management of pupils' behaviour under the supervision of senior colleagues.
- To assist the classroom teacher with their responsibility for the development and education of all pupils.
- To cover classes as and when required. (dependant on level and experience)

### **Support for the Pupils**

- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

### **Support for the Teacher**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Support teaching /senior staff with routine administration, e.g. photocopying, typing, filing, money, administration of coursework etc.



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### Support for the Curriculum

- Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Assist with the implementation of programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### 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 to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

### Person specification: Teaching Assistant

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching children of relevant age</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Further qualification in Education</li> <li>• Good numeracy/literacy skills</li> <li>• Training in the relevant learning strategies e.g. literacy</li> <li>• First aid training/training as appropriate</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT to support learning</li> <li>• Use of other equipment technology – video, photocopier</li> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</li> <li>• Basic understanding of child development and learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Confidence, warmth, sensitivity, reliability, and enthusiasm</li> <li>• Ability to communicate effectively with children and young people</li> <li>• Good interpersonal skills</li> </ul>