

**ST. DOMINIC'S  
PRIORY SCHOOL**

## **JOB DESCRIPTION –TEACHING ASSISTANT**

To develop an understanding of the learning support needs of an individual or specified group of students. To support staff and aid students so that the aims of the school can be implemented effectively and consistently so all students are encouraged to achieve their potential.

### **QUALITIES**

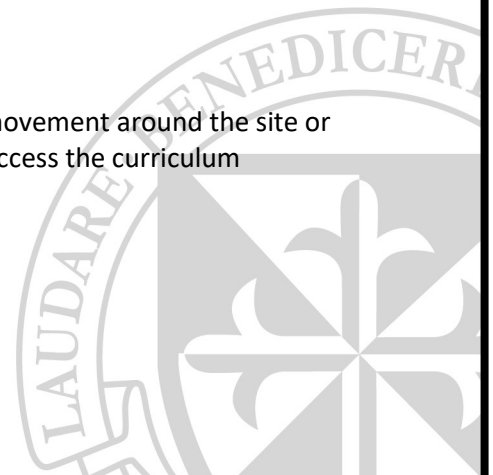
- To be in tune with the ethos of the Dominican Community here at St. Dominic's Priory School
- Ability to relate well to young people in an educational environment
- Ability to work independently and as part of a team
- To be able to liaise and engage effectively with the other teaching assistants
- ICT skills
- A willingness to undertake further training to develop the skills necessary to the post
- Organisational skills
- Adaptability and flexibility
- A sense of humour
- To have additional sporting skills for delivering coaching sessions

### **SUPPORTING THE STUDENT**

To aid students to learn as effectively as possible in group situations and/or on their own by:

- clarifying and explaining instructions
- assisting in weaker areas
- helping students to concentrate on and finish work set
- identifying individual learning methods and targets
- suggesting and developing appropriate resources
- facilitating revision of basic skills
- meeting physical needs when required e.g. helping with movement around the site or by providing physical assistance that allows a student to access the curriculum
- encouraging independence
- reinforcing self-esteem

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### **SUPPORTING THE TEACHER**

To assist class teachers:

- in the development and delivery of a suitable programme of support for students
- by developing/organising resources
- with targets using IEPs and EHCPs
- by helping to record progress
- by liaising, where appropriate, with specialist staff
- by providing regular feedback to the class teachers and the Deputy Headteacher/SENCo about the student
- attending reviews/staff meetings as necessary
- assisting with school trips

### **SUPPORTING THE CURRICULUM**

In conjunction with the class teacher to:

- develop a knowledge of the curriculum that students are expected to follow
- develop skills and resources to adapt subject-based activities to meet the individual needs of students

### **SUPPORTING THE SCHOOL**

- to be aware of school procedures and of the importance of confidentiality and a professional approach at all times
- to attend relevant in-service training

### **ADDITIONAL RESPONSIBILITIES**

Any other occasional duties that may be required by the Headteacher.

### **LINE MANAGER**

Responsible to Deputy Head and SENCO

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