ALL HALLOWS CATHOLIC HIGH SCHOOL

LEVEL 3 – FULL TIME TEACHING ASSISTANT KS3/KS4

Job Description

Lesson Cover

The main purpose of this role is to cover lessons usually taught by colleagues who are absent for the day. It includes:

1. To liaise with the Deputy Headteacher regarding lessons to be covered.

2. To collate work set by the absent teacher.

3. To liaise with the relevant Head of Department about the work that is set.

4. To support the school's Mission Statement.

5. To have an overall understanding and appreciation of the skills needed for effective classroom management.

6. To assist in the personal and social care of pupils.

7. To develop positive relationships with pupils.

8. To assist pupil progress and attainment.

9. To attend training sessions when appropriate.

10. To complete training tasks when appropriate.

Exams Invigilation

Another key area of this role will be to take part in the invigilation of public and internal school examinations:

1. To liaise with the Examinations Officer regarding cover for exams.

2. To work alongside the invigilators in ensuring the rules of the exams are adhered to by the pupils.

To Assist Teachers with Other Lessons in School

1. To assist the class teacher in the preparation of materials for specific lessons.

2. To assist the class teacher in the implementation of specific tasks for an individual pupil or a small group of pupils.

3. To support an individual pupil or a small group of pupils in accessing subject matter directed by the teacher.

4. To assist an individual pupil or a small group (no more than 3) of pupils in completing a literacy or numeracy programme outside the classroom situation but under the direction of a teacher.

5. To assist in the development of varying skills that support the pupil's learning in literacy and/or numeracy.

6. To assist the teacher, when appropriate, in identifying specific problems within the classroom.

7. To support teaching staff in providing a safe environment in which pupils can learn.