

# Job Description

<b>Postholder</b>	Teaching Assistant
<b>Salary/Scale of Post</b>	B1, points 4 - 6 (£24,404 - £25,183) - pay award pending 31.5 hours per week, Term Time Only plus Training Days
<b>Line Manager</b>	Assistant Headteacher—SEND
<b>Job Purpose</b>	To work under the direct instruction of the Assistant Headteacher – SEND and teaching staff to provide learning support for students. This post will also include welfare/personal care, small groups/one to one and general support for the students in the classroom.

<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>To work as part of a team providing support for literacy, numeracy, complex needs and emotional and mental health support in order to support the needs of the students.</li> <li>To provide learning support for students in small groups/one to one and as general support in the classroom.</li> <li>To attend to named students' personal needs and implement related personal care programmes, including social, health, physical, hygiene and welfare matters. This can include feeding and toileting.</li> <li>To supervise and support students, ensuring their safety and access to learning.</li> <li>To establish good relationships with students, acting as a role model; being aware of and responding to individual needs.</li> <li>To promote the inclusion and acceptance of all students.</li> <li>To encourage students to interact with others and engage in activities led by the teacher</li> <li>To encourage students to act independently as appropriate.</li> <li>To prepare classrooms as directed for lessons and clear away afterwards and to assist with the display of student's work.</li> <li>To be aware of student problems, progress and achievements, reporting to the teacher as agreed.</li> <li>To undertake student record keeping as requested.</li> <li>To support the school's Positive Discipline Policy and assist the teacher in managing student behaviour, reporting difficulties as appropriate.</li> <li>To gather and report information from and to parents and carers as directed.</li> <li>To assist particular departments with routine administrative tasks.</li> <li>To support students in using ICT as directed in each subject.</li> <li>To assist students in the use of appropriate equipment and resources as required.</li> </ul>
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<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• To be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.</li> <li>• To ensure that all students have equal access to opportunities to learn and develop.</li> <li>• To contribute and support the overall ethos, work, aims and policies of the school.</li> <li>• To appreciate and support the role of other professionals</li> <li>• To assist class tutors including taking registers (or other duties) in the absence of the tutor.</li> <li>• To attend relevant meetings as required.</li> <li>• To participate in training and other learning activities and performance development as required.</li> <li>• To assist with supervision of students out of lesson times (this includes break and lunchtimes).</li> <li>• To carry out timetabled break and lunchtime duties.</li> <li>• To accompany teaching staff and students on visits, trips and out of school activities as required.</li> <li>• To undertake First Aid training as required.</li> <li>• To have commitment to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines.</li> <li>• To undertake other tasks commensurate with the scale and responsibilities of this post.</li> <li>• Ensure high standards of professional appearance in line with the school's dress code.</li> <li>• To ensure literacy and numeracy are given prominence in the delivery of the curriculum.</li> <li>• Follow school policy in relation to all prescribed areas.</li> </ul>
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# Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	<b>Application – A</b> <b>Interview – I</b> <b>References - R</b>
Qualifications/Training			
GCSE English Language and Maths Grade A* - C (or equivalent)	✓		A, I
Willingness to undertake training if required	✓		A, I
Professional / other qualifications e.g. NVQ Level 2		✓	A, I
Knowledge/Qualifications demonstrating ability in numeracy and literacy	✓		A, I
Skills and Specific Aptitude			
Ability to take small groups for extra Literacy/Numeracy support		✓	A, I, R
Good timekeeper	✓		R
Good interpersonal skills	✓		I, R
Ability to carry out work in an accurate, calm, clear and positive fashion	✓		I, R
Computer literate		✓	R
Ability to interpret basic instructions and act on them accordingly	✓		A, I
Ability to organise activities in an efficient and effective manner	✓		I
Ability to communicate effectively in a variety of different media	✓		A, I
Ability to interact effectively at all levels within the school	✓		A, I
Ability to contribute effectively within a team	✓		I
Ability to manage own workload to meet conflicting demands an tight deadlines	✓		I, R
Ability to produce information in a clear, accurate and concise format	✓		I
Smart professional appearance	✓		I
Ability to undertake duties off the school premises as directed by Line Managers	✓		I, R

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Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	<b>Application – A</b> <b>Interview – I</b> <b>References - R</b>
<b>Experience &amp; Understanding</b>			
Experience of working in a school or educational environment		✓	A, I
Understanding of the need for confidentiality	✓		I
Understanding of children and their needs	✓		I
Understanding of Child Protection and Safeguarding issues	✓		I
<b>Motivation and Social Skills</b>			
Show initiative	✓		R
Supportive of the school Catholic ethos	✓		A, I, R
Has vision, energy and enthusiasm	✓		R
Flexible, positive attitude to work	✓		I
Ability to contribute to other aspects of school life	✓		I, R
Smart, professional appearance	✓		I, R
Commitment to safeguarding and promoting the wellbeing of all children	✓		I, R