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|  | **St. Paulinus Catholic Primary School**  Inspiring all to live, learn and love in the light of Jesus.  (*cf* John 8:12) |  |

**1:1 Educational Teaching Assistant**

Required as soon as possible (Fixed Term – for as long as the child remains in the school)

Pay Scale – Grade 5

28.75 hrs (Term time only)

The Governors are seeking to appoint a 1:1 Educational Teaching Assistant. Applications are invited for this job from individuals who are able to work as part of a team to support the learning and welfare of pupils in this school.

**We are looking for a candidate who will:**

* Be supportive of the Catholic ethos and life of our school
* Be an excellent classroom teaching assistant with high standards and expectations
* Be hard working, enthusiastic and committed
* Be able to work as part of a team
* Support a 1:1 child in the first instance and help them develop and achieve
* Be willing to learn or already have experience of working with a child with SEND
* Be able to take initiative and be innovative

**We can offer you:**

* A warm and welcoming Catholic community
* A happy environment where everyone is valued
* Children who are polite, happy and motivated to learn
* Supportive governors and parents

As this is a 1:1 ETA role, the position will be on a fixed term basis until the child leaves the School. As an Educational Teaching Assistant, you will be supporting the learning for pupils with SEND. You will be a resilient person who is looking for a challenge in providing great support in this role. You will support teaching in the classroom during lesson time and support and improve progress out of the classroom through individual intervention work.

Experience of working with children with SEND and knowledge of the national curriculum and current inclusion practices would be desirable for this role.

This is a wonderful opportunity to work in a very popular school. We are blessed with great support from the parents and parishes. The staff are a friendly, supportive and caring team of dedicated professionals.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS from the Disclosure and Barring Service. Further information can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

Application forms can be downloaded from the school website : [www.stpaulinuscps.org.uk](http://www.stpaulinuscps.org.uk) Please note that all applicants must use the CES application forms. Non-Catholic applicants are welcome.

Completed application forms can be returned by e-mail or by post to the School Business Manager – office@stpaulinus.org. **The closing date for applications is Thursday 11th November 2021** Interviews will take place week commencing 15th November 2021.

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| **Tel:** (01924) 488282 | **E-mail:** office@stpaulinus.org | **Website:** [www.stpaulinuscps.org.uk](http://www.stpaulinuscps.org.uk/) |
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***‘An outstanding school, which is deeply committed to the Catholic mission… this school inspires all within this faith community to live life to the full.’ Ofsted 2017***

### JOB DESCRIPTION

### EDUATIONAL TEACHING ASSISTANT

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| --- | --- |
| **GRADE:** | **5** |
| **HOURS:** | **28.75** |
| **RESPONSIBLE TO:** | **Headteacher** |
| **RESPONSIBLE FOR:** | **Students / Pupils** |

**PURPOSE OF POST**

To work under supervision, direction and guidance of the teaching / senior staff. Assisting the teacher in the overall delivery of the Curriculum and undertake work / care / support programmes to enable access to learning for all pupils and the teacher in the management of pupils in the classroom.

Work may be carried out in the classroom or outside the main teaching area.

**KEY AREAS**

1. Teaching Support
2. Pupil Support
3. Curriculum Activities
4. General

**DUTIES AND RESPONSIBILITIES**

1. **Teaching Support**
   1. To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
   2. To work under the direction of the class teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives / goals for pupils.
   3. Under the guidance of the teacher, supervise activities and assist with the general management and control of pupils in school.
   4. Under the direction of the teacher provide one to one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the teachers approach.
   5. To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives / goals for pupils.
   6. To provide basic clerical duties where required, eg. Photocopying, filing, etc.
   7. Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
   8. Under the guidance of the teacher, work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.
   9. To participate in and assist in supervision of educational visits, in conjunction with the teacher / line manager.
   10. As directed by the teacher to promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility of their own behaviour.
   11. To undertake relevant training and development as required form time to time by the Headteacher or LA, and be involved in ongoing development reviews of skills and competencies.
2. **Pupil Support**
   1. To provide support and guidance under the direction of the teacher on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies / practices.
   2. To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
   3. To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies, etc. to maximise their achievements.
   4. As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.
   5. As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction)
   6. To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils’ progress and attendance at meetings as required.
   7. To provide lunchtime cover as required.
3. **Curriculum Activities**
   1. Under the direction of the teacher, assist in the structured and agreed learning activities / teaching programmes.
   2. To contribute in the presentation of pupils’ work and maintenance of display areas.
   3. To assist with the preparation and tidying of the classroom and upkeep of resources.
   4. To attend and contribute to duty related meetings as required.
4. **General**
   1. As part of your wider duties and responsibilities you are required to promote and actively support the School’s / LA’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link :

<http://www.kirklees.gov.uk/employment/safeguarding.shtml>

* 1. Carry out the duties with due regard to current and future school’s/LA’s policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through school communications.

## PERSONNEL SPECIFICATION

### EDUCATIONAL SUPPORT ASSISTANT

| Attributes | Essential | Desirable | How Identified |
| --- | --- | --- | --- |
| Relevant Experience | * Experience of working with children / young people. * Experience of encouraging the development of relationships between children / young people. * Experience of working with children with SEND and additional needs | * An understanding of children with possible Autism * Experience of working with children who need extra support with their behaviour * Experience of working in an early years setting | Application form  Interview / References |
| Qualifications | * Basic Health & Safety Awareness * Knowledge of and commitment to Equality and Diversity and how this relates to the duties of the job * Qualifications linked to working with children and/or working with children with additional needs | * Willingness to attend appropriate training courses to fulfil the functions of the job * First Aid Qualification * Qualifications in working with children with autism | Application form  Interview / References |
| Special Skills and Attributes | * The ability to relate to children / young people from diverse ethnic / social backgrounds * Verbal communication skills in order to liaise with children / young people and off staff members * The ability to react in a positive manner to difficult situations which may arise amongst children / young people * Ability to keep problems in perspective and be patient * Able to read and understand simple verbal and written instructions * Ability to work with children / young people exhibiting behaviour difficulties, which could include hitting and kicking | * Aware of Health & Safety issues * Knowledge of child protection issues and procedures | Application form  Interview / References |
| Social Skills | * Flexible approach to work * Awareness of the importance for confidentiality * Ability to work with a variety of different people * Courteous and polite | * Previous experience of dealing with a range of people and behaviours * Sense of humour | Application form  Interview / References |
| Motivation | * Enthusiasm and energy to work as part of a team * Committed to providing a high quality service * Ability to confidently support your allocated 1:1 child from the outset |  | Application form  Interview / References |
| Physical Characteristics | * Good attendance record * Flexible approach * Can work as a team but also independently * Project professional image for the school |  | Application form  Interview / References |
| Disclosure of Criminal Record (DBS) | * Clear enhanced DBS |  | Application form  Interview / References |