



ALL SAINTS

CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

Graduate Internship - Teaching Assistant

Job Description

Reports to: SENDCo/Assistant Headteacher

Grade: Range 2 (Scale point 4)

We are looking to recruit Graduate Internship - Learning Support Assistants who will work in a variety of settings, supporting either individuals on a 1:1 basis or small groups who have SEN Issues.

Main Purpose of Job

- To provide support to SEND students in the classroom or on a one to one basis.
- To contribute to the overall ethos/work/aims of the school and meeting the needs of the children;
- Be aware of and support difference and ensure equal opportunities for all;
- To be an ambassador for the school when meeting parents and other visitors;
- To make a positive contribution to the Catholic life of the school.

Main Responsibilities

- To make a positive contribution to the Catholic life of the school.
- To assist in the provision of support for students with special needs.
- To deliver pastoral care for students as necessary.
- Deliver learning support on a one to one basis within the classroom, being able to adjust learning techniques when necessary and make judgements on how quickly the student is able to learn.
- To use and prepare specialist equipment and resources necessary to support learning activities.
- Provide feedback to students in relation to progress and achievement.
- Establish and develop productive working relationships with students acting as a role model and developing 1:1 mentoring arrangements and providing support for distressed students.
- To work with students, understanding how to motivate and encourage them to develop an achieve.
- To understand the individual needs of children.
- To be responsible for advising students on personal health and hygiene.
- Promote the inclusion and acceptance of all students within the classroom.
- Encourage students to interact and work co-operatively with others and engage in all activities.
- To deal with behaviour problems, being proactive in managing behaviour and promoting self-control, independence and integration.
- To supervise students during break time & lunch time.
- To establish and maintain constructive relationships with parents by supporting their role in student's learning and providing constructive feedback on student's progress and achievements.
- To undertake any other duties as directed by your Line Manager or the Headteacher.

Support for the Teacher

- To complete records for the subject class teachers at the end of the lesson to report on the student's progress and behaviour.
- To accompany teachers and classes on educational visits as necessary
- To attend annual reviews.
- To work within an agreed system of supervision with small groups and to take responsibility for their learning.

Support for the School

- To represent the SEND department to liaise with the community at events such as open evenings, open days and during admissions.
- Be aware of and comply with policies relating to Child Protection, Safeguarding, Health and Safety, security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences and to ensure all students have equal access to opportunities to learn and develop.
- Contribute to the identification and execution of appropriate out of school learning activities to consolidate and extend work carried out in class.
- Attend and participate on regular meetings, and in training and other activities as required.
- To attend meetings with line managers as required.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students.

Safeguarding

- Comply with policies and procedures covering child protection, health, safety and security;
- Contribute to safeguarding the welfare of children in the school;
- **Maintain the security of property in a way that is consistent with your organisation's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person.**

Performance and Line Management

- Regularly reflect upon your performance, set targets, action plan and review your work;
- Keep an up to date professional portfolio (CPD file);
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges;
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required;
- Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications and engaging in annual performance review.

Other

Due to the size of the establishment, it should be emphasised that all support staff are regularly required to assist in different areas. Sometimes there are emergencies, interruptions and unplanned tasks that need to be done to tight deadlines and you may be asked to undertake such other duties that are not included in your job description.

Person Specification

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| Personal characteristics | <ul style="list-style-type: none">• Genuine passion and a belief in the potential of every student• Flexible, highly organised and able to multi-task and prioritise work to meet deadlines• Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure• Able to take ownership of tasks and work with minimal supervision• An ability to build effective relationships with students while commanding respect and maintaining the ability to impose effective discipline.• A willingness to engage with strategies to support SEND students.• Confidence and ability to communicate concerns and guidance on strategies to teaching staff. Initiative and flexibility.• Ability to deal with unexpected or unplanned situations or reactions during the school day.• Good organisational skills: keeping accurate monitoring records, managing timetable changes, prioritising demands.• Keen to learn and further develop own skills• Exercises sound judgment, especially relating to confidentiality and discretion• Excellent interpersonal skills with children and adults |
| Specific Skills | <ul style="list-style-type: none">• GCSE passes in Maths & English• Comfortable with the use of IT as a means of communicating and sharing information.• Experience of SIMs is desired but not essential• Good administrative and organisational skills• Knowledge and understanding of conditions experienced by SEND students. (Desirable)• Good written and oral communication skills• Understand the importance of confidentiality and discretion• |