



**Abbey  
School**



**Catholic Primary**

**Learning to Follow in the Footsteps of Jesus with our Friends, Family and Parish**  
**JOB DESCRIPTION**



Abbey Catholic Primary 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 candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service (DBS).

**Post Title:** Higher Level Teaching Assistant – Prayer and Liturgy Leader  
**Grade:** Grade 4  
**Hours:** 32.5 hours per week – Term time only.  
**Responsible to:** Principal and RE Leader

**1. Job Purpose**

- 1.1 This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- 1.2 To support the Principal, RE lead and teaching staff in the development and education of pupils including the provision of Prayer and Liturgy across the school.

**2. Duties and Responsibilities**

**General**

- 2.1 Be aware of and comply with all relevant school policies, including those relating to safeguarding, health and safety and data protection.
- 2.2 Contribute to the ethos, value and aims of the school.
- 2.3 Contribute to the continual development of the Prayer and Liturgy Policy.
- 2.4 Participate in training and other professional development as required.
- 2.5 Demonstrate and promote commitment to equal opportunities.
- 2.6 Provide whole class teaching cover as and when required, including using own expertise as part of the school's PPA cover schedule.

**Support for the pupils**

- 2.7 Help pupils recognise God's love for them and their need of God.
- 2.8 To encourage staff and pupils to live the faith by being involved in projects relating to social justice and global citizenship.
- 2.9 Use a collaborative style that encourages a team approach to Prayer and Liturgy development and lead a team of Caritas Ambassadors.
- 2.10 Plan for and lead the singing during Songs of Praise and weekly Masses, inline with the liturgical calendar.
- 2.11 Support the Principal and RE Lead in developing suitable activities to mark and celebrate the major feasts and seasons of the Church.

**Support for the teacher(s)**

- 2.12 Work independently and collaboratively with teaching staff in the planning and preparation of resources and delivery of Prayer and Liturgy
- 2.13 Plan, prepare and deliver Collective Worship activities to small groups, classes and whole school as required.

- 2.14 Modify teaching and adapt activities to suit pupil's individual needs.
- 2.15 Co-ordinate the monitoring and evaluation of Collective Worship and use this to drive continual improvement.
- 2.16 Be proactive in managing pupil behaviour.
- 2.17 Determine the need for specialist equipment and resources to support pupils' learning.

#### **Support for the school**

- 2.18 Support the development and effectiveness of teamwork within the school environment.
- 2.19 Develop and maintain working relationships with other professionals.
- 2.20 Liaise with parents as appropriate.
- 2.21 Review and develop own professional practice.
- 2.22 Work as required across the curriculum and in all Key Stages within the school in accordance with the job.
- 2.23 Share their expertise and skills with other members of staff.
- 2.24 Work with the Principal and RE lead in the creation and updating of the Prayer and Liturgy development plan.
- 2.25 Work with the Principal and RE lead in planning and delivering the Spiritual development of staff and pupils.
- 2.26 To report to and work with the Governing body to promote the continual development of Prayer and Liturgy throughout the school.
- 2.27 To support in the self-evaluation under the Catholic School Inspect (CSI) through the Catholic Self-evaluation document (CSED)
- 2.28 To be part of the duty system throughout the school day with focus on supporting Child-led collective worship planning during lunch breaks.

#### **Support for the curriculum**

- 2.29 Support the use of information and communication technology in the classroom.
- 2.30 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.31 To ensure their tasks are carried out with due regard to Health and Safety.
- 2.32 To participate in appropriate professional development including adhering to the principle of performance management.
- 2.33 To adhere to the ethos of the school
  - 2.33.1 To promote the agreed vision and aims of the school.
  - 2.33.2 To set an example of personal integrity and professionalism.
  - 2.33.3 Attendance at appropriate staff meetings.
- 2.34 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.