**Saint Joseph’s Catholic Primary School, Borough**

**Job Description**

Job Title: Teaching Assistant

Grade and range Hay 7, Spine point: 14

Working pattern: Term time only

Reports to: Inclusion Manager/Deputy Headteacher

**Purpose and context**:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children’s Board and the school’s safeguarding policy.

**General Statement**

* Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils’ policies and procedures and standing orders.
* Enactment of Health and Safety requirements and initiatives as appropriate
* All employees are required to declare any conflict of interest that may arise before or during their employment.
* Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority’s interest, or in any way weaken public confidence in the conduct of the School’s business.
* Undergo and meet school conditions for a satisfactory enhanced DBS check.
* Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School’s policies and procedures.
* To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
* Ensuring work is line with the School's Green Commitment Policy goals.
* Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
* Treating all information acquired through your employment, both formally and informally, in strict confidence
* To demonstrate a commitment to good customer care.
* Any other duties of an appropriate level and nature will also be required.

**To contribute as an effective and collaborative member of the School Team**

* Participating in training to be able to demonstrate competence.
* Participating in first aid training as required.
* Participating in the ongoing development, implementation and monitoring of the service plans.
* Contributing in meetings and being a supportive member of the school team.