Our Lady and St Kenelm RC School

**Level 3 Teaching Assistant Post**

***‘Bringing out the best in everyone, for the benefit of all, in the Spirit of Christ.’***

**Are you looking to work in our innovative, exciting and happy school with motivated children and supportive staff?**

***The Governors of Our Lady and St Kenelm RC School are looking to appoint a Level 3 teaching assistant to work in KS2, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.***

* This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers.
* This job description may be amended at any time, following consultation between the Head Teacher and the member of staff.

**Expectations**

***Support for the Pupil***

* Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet specific individual needs whilst supporting access to learning activities.
* Establish good working relationships with pupils, acting as a role model
* Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
* Promote inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Promote self-esteem and independence
* Provide feedback to pupils in relation to progress and achievement under guidance and direction of the teacher.

**Support for the teacher**

* Support teaching and learning and papering for this (which includes before and after school).
* Provide clerical and/or administration support (e.g. photocopying, typing, filing, etc.).
* Maintain a stimulating and safe learning environment by organising and managing physical teaching space e.g. creative displays exhibiting children’s work, and resources in accordance with lesson planning
* In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
* Promote excellent pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
* Establish constructive relationships with parents/carers.

**Support for the curriculum**

* Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and EAL (English as an additional language).
* Undertake structured and agreed learning activities or programmes, taking in to account pupil-learning styles
* Undertake English or Mathematics intervention programmes such as Read, Write Inc., marking, recording achievements and progress and providing appropriate reports and feedback for the teacher
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
* Lead whole class teaching and learning in own or any class in the event of teacher sickness or to cover PPA.
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

**Support for the school community**

* Celebrate and uphold the Catholic faith, beliefs and virtues of our school.
* Contribute to the school Mission, Gospel Virtues, ethos, aims and improvement plans
* Have proper and professional regard for the ethos, policies and practices of Our Lady and St Kenelm RC Primary School. Be especially aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
* Be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop
* Appreciate and respect the role of other professionals, demonstrating positive attitudes, values and behaviours that develop and sustain effective relationships with the school community.
* Share responsibility for ensuring personal knowledge and understanding is relevant and up to date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness. Attendance at relevant meetings and participation in training and other learning activities are required.
* Accompany teaching staff and pupils on visits and out of school activities as required.

***The post holder may be reasonably expected to undertake other duties appropriate with the level of responsibility that may be allocated from time to time.***

**Our Lady & St Kenelm Catholic Primary School is committed to the Safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be responsible for promoting and safeguarding the welfare of children he/she is responsible for, or comes into contact with.**

Visits are warmly welcomed and encouraged to look around our wonderful school.  
  
Please ring or email for an appointment: **01384 816880**  [**info@our-lady.dudley.sch.uk**](mailto:info@our-lady.dudley.sch.uk)

Closing date:  **Wednesday 21st February at 12 noon**

Whole class lesson observations:  **Friday 23rd February**

Interviews for successful candidates:**Wednesday 28th February**

**Start Date: Monday 8th April**

**Requirements for Level 3 Teaching Assistant**

*‘Bringing out the best in everyone, for the benefit of all,*

*in the Spirit of Christ.’*

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| **Aspect** | **Essential** | **Desirable** |
| **Qualifications and Experience** | * NVQ Level 3 Qualification in Early Years and Child Care or equivalent. | * Be a practising Catholic |
| **Knowledge and understanding** | The Level 3 TA should have knowledge and understanding of:   * support mechanisms for teaching staff; * the National Curriculum structure; * have awareness of policies and procedures relating to child protection, health and safety, equal opportunities, confidentiality. | In addition, the Level 3 TA might also have knowledge and understanding of:   * the different ways in which children learn; * behaviour-management strategies; |
| **Skills** | The Level 3 TA will be able to:   * contribute to a range of teaching, learning and pastoral activities; * plan, monitor and assess; * take responsibility, with minimum supervision, for delivering work programmes over an extended period to groups of children with complex needs; * demonstrate good communication skills both written and spoken; * demonstrate good ICT skills; * work independently and as part of a team, showing excellent initiative. | * Have experience of delivering teaching and learning to a whole class. * Have experience of delivering the Read, Write Inc. phonics programme. |
| **Personal Qualities** | * Celebrates and uphold the Catholic faith, beliefs and virtues of our school. * High regard for safeguarding and children’s holistic welfare. * Approachable and fun * Committed and resilient, working to find solutions to challenge when they arise. * Empathetic * Enthusiastic and passionate * Organised, approachable and adaptable * Patient and positive * Resourceful * Ability to adapt to a variety of situations. * Conscientious attitude to work. * Punctual * Team player, going above and beyond to support the needs of the class teacher, children and school. * Calm under pressure. * Maintains confidentiality. * Enthusiastic and fun. * Brings out the best in themselves and others. |  |

Essential characteristics will be assessed at the short-listing stage.

Desirable will be taken into account at short-listing and also explored with short-listed candidates at their interview – if appropriate.

Candidates who fulfil all essential and the most desirable will be called for interview.