# ELCOME FROM THE HEADTEACH

**JOB DESCRIPTION**

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## OVERVIEW

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| **Job Title** | SEND Teaching Assistant – Level 2 |
| **Closing Date** | 12 noon, Friday 8th July 2022 |
| **Interview Date** | Week commencing Monday 11th July 2022 |
| **Salary / Scale** | Grade D / Scale Point 3 – 4 / FTE £18,887 - £19,264 |
| **Contract type:** | Fixed Term; until August 31st 2023 (will be reviewed in line with school needs). Part time – 17.5 hours |
| **Purpose of the Position** | To provide high quality learning support to identified pupils and teachers within Key Stage 2. Support identified pupils during unstructured times such as lunch time. Within the school the post holder may have wider responsibilities in delivering the curriculum. |
| **Key Responsibilities** | The role will work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.  This job description may be amended at any time, following consultation between the role holder and the Headteacher and will be reviewed annually. |
| **Responsible to** | The Headteacher and the Inclusion Lead |
| **Accountable to** | Trust Strategic Executive Lead (Chief Executive Officer) |

## MAIN DUTIES

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| 1. **Catholic Purpose and Identity of the School** |
| The Teaching Assistant must understand the nature and purpose of Catholic education and must be committed to sustain the Catholic identity of the school and safeguard the teaching of the Church. The Teaching Assistant must undertake to work with the children in the understanding and knowledge of their faith in all undertakings and have due regard to the Catholic character and ethos of the school and the Trust. |

# DESCRIPTION

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| **2. General Duties** |
| * Build and maintain positive working relationships with pupils, parents, carers and colleagues to maximise pupils’ development and to maintain the Catholic ethos of the school. * Assist pupils within the class, individually or in small in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum (*for example literacy, numeracy, ICT)* * Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate. * Participate in the planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour. * Support the teacher in monitoring, assessing and recording pupil progress/activities. * Provide feedback to pupils in relation to attainment and progress under the direct guidance of the teacher. * Provide clerical and other support to meet service delivery requirements (for example photocopying, typing, filing, money, administering coursework) * Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet requirements. * Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils’ work to support predefined learning activities to meet the needs of pupils and the curriculum. * Prepare, maintain and use equipment and resources required to meet lesson plans /learning activities to meet the needs of pupils and the curriculum. * Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives. * Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources |
| **3. Health, Safety, Safeguarding and discipline** |
| * Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s protection policy * Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment |
| **4. Professional Development** |
| * Participate in the school’s appraisal procedures * Participate as required in relevant training as identified by members of the Senior Leadership Team. * Participate in further training and development in order to improve own learning |

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| **5. Communication** |
| * Communicate effectively with pupils, parents and carers * Communicate effectively with colleagues, Trust Directors, Governors and other external agencies. |
| **6. Working with colleagues and other relevant professionals** |
| * Collaborate and work with colleagues and other relevant professionals within and beyond the school. |

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| **7. Personal and professional conduct** |
| * Uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school * Ensure confidentiality is maintained at all times. * Have proper and professional regard for the Catholic ethos, policies and practices of the school, and maintain high standards of attendance and punctuality * Understand and act within the statutory frameworks setting out their professional duties and responsibilities |

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| **8. Any Other duties** |
| The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.  This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications (if appropriate) plus verification of the right to work in the UK.  The post-holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy in relation to employment and service delivery.  Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust’s Strategic Executive Lead (Chief Executive Officer). |

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| **PERSON SPECIFICATION** |

**1. TRAINING AND QUALIFICATIONS**

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|  | Essential | Desirable | Evidence |
| Level 2 or 3 Diploma/Certificate in supporting teaching and learning (or equivalent) |  | **√** | App form |
| GCSEs including English and Maths *(Grades A – C or 9 – 4)* | **√** |  | App form |
| Current first aid certificate |  | **√** | App form |
| Training in English and Maths curriculum |  | **√** | App form |
| Teaching Assistant training |  | **√** | App form |

# RSON SPECIFICATION

**2. EXPERIENCE**

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|  | Essential | Desirable | Evidence |
| Proven experience of working with children of relevant age | **√** |  | App form  interview |
| Proven experience of working with children with special educational needs |  | **√** | App form  interview |
| Proven experience of working with children from diverse backgrounds |  | **√** | Interview |

**4. SKILLS AND KNOWLEDGE**

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|  | Essential | Desirable | Evidence |
| General understanding of national curriculum and other basic learning programmes |  | **√** | Interview |
| Knowledge and understanding of child protection/safeguarding | **√** |  | Interview |
| Proven ability to work under direction/guidance enabling access to learning including special educational needs | **√** |  | Interview |
| Excellent interpersonal skills and an ability to relate and communicate effectively with children, staff and parents | **√** |  | Interview |
| Ability to build effective working relationships with pupils | **√** |  | Interview |
| Ability to work both in 1 to 1 relationships and in groups | **√** |  | Interview |
| Knowledge of a range of behaviour management strategies and techniques | **√** |  | Interview |
| An understanding of potential hazards to children both inside and outside the classroom and an ability to avoid hazardous situations whenever possible | **√** |  | Interview |
| Understanding of the development needs of children | **√** |  | Interview |
| Understanding of issues affecting children (e.g. bullying, abuse) | **√** |  | Interview |
| Excellent ICT skills particularly using ICT to support learning | **√** |  | Interview |
| Proven ability to work flexibly as part of a team | **√** |  | Interview |

**5. PERSONAL QUALITIES**

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|  | Essential | Desirable | Evidence |
| Committed to educating the whole child | **√** |  | App form  interview |
| Commitment to getting best outcomes for all pupils and promoting the Catholic ethos and values of the school | **√** |  | App form  interview |
| Demonstrate ability to work under pressure and priorities effectively | **√** |  | Interview |
| Commitment to maintaining confidentiality at all times | **√** |  | Interview |
| Commitment to safeguarding and diversity. | **√** |  | Interview |

**6. CONFIDENTIAL REFERENCES AND OUTCOMES**

**Applicants must be able to positively provide the following information if successfully appointed:**

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| At least 2 written professional references |
| Confirmation of professional and personal knowledge, skills and abilities |
| Positive recommendation from current employer |
| Satisfactory health and attendance record |
| Satisfactory enhanced DBS check and other checks as required |

# RSON SPECIFICATION

**HOW TO APPLY**

If you would like further information, have any questions or would like to arrange a tour of the school, please contact the school office on 01536 512112 or via email on office@stm.ket.olicatschools.org

Further information about the school can be viewed either on the school website [**www.stthomasmorekettering.co.uk**](http://www.stthomasmorekettering.co.uk) or on our school Facebook page.

Completed applications to be sent to Mr Fraser Donald at [fdonald@stm.ket.olicatschools.org](mailto:fdonald@stm.ket.olicatschools.org) by 12 noon on Friday 11th July 2022. Applications received after this time cannot be accepted. Interviews will follow shortly after this.

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and visitors to share in this commitment. All of the necessary checks will be taken prior to employment commencing.