

Cardinal Heenan Catholic High School

Job Description

Teaching Assistant

Post Details

Job Title	Teaching Assistant
Grade	B1, Points 4–6
Salary	£26,016 - £26,847, Pro Rata to Hours and Weeks Worked
Hours	31.5 hours per week
Contract	Term Time plus five Training Days

Responsible to SENCO

Job Purpose

The Teaching Assistant role at Cardinal Heenan Catholic High School is a specialist support role within the school's SEND and inclusion provision.

The General Teaching Assistant will provide effective learning, pastoral and practical support to students across the school, working under the direction of teaching staff and the SENCO.

The postholder will help students to access learning, participate positively in school life and develop confidence and independence. They will support the implementation of agreed learning, SEND and behaviour strategies and work collaboratively with teachers and other members of staff to provide an inclusive and supportive learning environment.

The postholder will:

- Support students' learning and progress across the curriculum.
- Provide one-to-one, small-group and in-class support as directed.
- Reinforce teaching, instructions, key vocabulary and learning activities.
- Support students with SEND and other barriers to learning.
- Assist with the implementation of individual support and behaviour strategies.
- Encourage students to develop independence, confidence and positive learning behaviours.
- Assist teachers with resources and classroom organisation.
- Provide feedback about student engagement, progress and wellbeing.

- Contribute to an inclusive learning environment in which all students are valued and supported.
- Promote inclusion and equality.
- Contribute positively to the Catholic ethos and values of Cardinal Heenan Catholic High School.

Scope and Accountability

- The postholder is responsible for the effective delivery of targeted support within the expectations established by the school.
- The postholder works under the overall direction of the SENCO and in collaboration with teachers and other appropriate professionals.
- The postholder will maintain accurate, timely and confidential records relating to intervention delivery and student progress.
- The postholder is expected to exercise professional judgement within the boundaries of the role and seek guidance where student needs fall outside their expertise or delegated responsibilities.
- The postholder will contribute to the effective operation of the wider school community.

Key Responsibilities

1. Classroom and Learning Support

- Work across a range of curriculum areas to support students' learning.
- Provide one-to-one, small-group and in-class support as directed by teaching staff.
- Reinforce instructions, explanations, key vocabulary and learning activities.
- Support students to remain engaged and participate positively in lessons.
- Provide additional clarification and encouragement where appropriate.
- Help students organise their equipment, resources and work.
- Support students to develop effective learning habits and increasing independence.
- Encourage students to take responsibility for their learning and behaviour.
- Support teachers in creating a positive and inclusive classroom environment.

2. Supporting Students with SEND

- Support students with SEND and additional learning needs in accordance with agreed strategies.
- Implement reasonable adjustments and support approaches as directed by teaching staff.
- Support individual student targets and agreed provision.
- Assist students in accessing the curriculum and wider school activities.

- Recognise barriers to learning and communicate concerns to the appropriate member of staff.
- Encourage students' social, emotional and learning development.
- Support students respectfully and sensitively while maintaining appropriate professional boundaries.

3. Resources and Differentiation

- Assist teachers with the preparation and organisation of learning resources.
- Adapt or prepare resources under the direction of teaching staff.
- Support differentiation and reasonable adjustments as directed.
- Assist with practical activities and classroom organisation.
- Ensure resources are used safely and appropriately.
- Help maintain an orderly and accessible learning environment.

4. Behaviour, Engagement and Wellbeing

- Promote positive behaviour and respectful relationships.
- Reinforce classroom expectations in accordance with school policy.
- Support agreed behaviour strategies and individual behaviour plans.
- Respond calmly and appropriately to challenging situations.
- Seek support from teaching, pastoral or SEND staff when necessary.
- Promote students' confidence, self-esteem and engagement.
- Contribute to a safe, respectful and supportive school environment.

5. Assessment, Monitoring and Communication

- Assist teachers in gathering information about students' learning and progress.
- Provide appropriate feedback to teachers regarding student engagement, understanding and behaviour.
- Contribute to student records as directed.
- Monitor and report relevant concerns or achievements.
- Support the review of individual student targets and agreed support strategies.
- Maintain accurate and confidential records where required.

6. Wider School Responsibilities

- Contribute positively to the Catholic ethos, mission, values and community of Cardinal Heenan Catholic High School.
- Undertake student supervision duties, including break and lunchtime duties, as required.
- Support school activities, educational visits and events as appropriate.

- Participate in staff meetings, training, CPD and professional development.
- Undertake appropriate administrative duties associated with the role.
- Maintain confidentiality at all times.
- Comply with school policies, procedures and professional expectations.
- Undertake other reasonable duties consistent with the grade and purpose of the post.

Safeguarding

Cardinal Heenan Catholic High School is committed to safeguarding and promoting the welfare of children and young people.

The postholder will:

- Follow the school's safeguarding and child protection policies and procedures.
- Recognise and report concerns about the welfare or safety of students promptly.
- Maintain appropriate professional boundaries with students.
- Attend safeguarding training and updates as required.
- Contribute to a culture in which students feel safe, respected and able to raise concerns.

Person Specification

Teaching Assistant

Qualifications and Training

Criteria	Essential / Desirable
Good standard of general education, including GCSE English and Maths at grade 4 / C or equivalent	Essential
Relevant Teaching Assistant, education, childcare or SEND qualification	Desirable
Relevant safeguarding or SEND training	Desirable
Knowledge or training relating to safeguarding and child protection	Essential
Willingness to undertake relevant training and continuing professional development	Essential

Experience

Criteria	Essential / Desirable
Experience of working with children or young people in an educational or similar setting	Desirable
Experience supporting students experiencing literacy difficulties	Desirable
Experience delivering one-to-one or small-group intervention	Desirable
Experience supporting students with SEND or additional learning needs	Desirable
Experience monitoring student progress or maintaining intervention records	Desirable
Experience working collaboratively with teachers or other professionals	Desirable

Knowledge and Understanding

Criteria	Essential / Desirable
Understanding of how children and young people learn and develop	Essential
Understanding of inclusive practice	Essential
Basic understanding of SEND and barriers to learning	Essential
Understanding of appropriate strategies for supporting student engagement and behaviour	Essential
Awareness of safeguarding and child protection responsibilities	Essential
Understanding of how to promote student independence	Essential
Knowledge of the importance of confidentiality and professional boundaries	Essential

Skills and Abilities

Criteria	Essential / Desirable
Ability to support students with different learning needs	Essential
Ability to follow teacher instructions and implement agreed support strategies	Essential
Ability to adapt resources and approaches within agreed guidance	Essential
Ability to establish positive and professional relationships with students	Essential
Good verbal and written communication skills	Essential
Ability to provide useful feedback to teachers and colleagues	Essential
Good organisational skills and ability to prioritise tasks	Essential
Ability to work effectively as part of a team	Essential
Ability to use initiative appropriately while recognising when to seek guidance	Essential

Personal Qualities

- High expectations of all students and a genuine commitment to helping them achieve their potential.
- Patient, calm, positive and encouraging.
- Flexible and adaptable.
- Proactive and willing to take initiative within the boundaries of the role.
- Reliable, professional and trustworthy.
- Able to build positive relationships with students and colleagues.
- Committed to equality, inclusion and respect.
- Able to maintain confidentiality and appropriate professional boundaries.
- Committed to ongoing professional development.
- Resilient and able to respond positively to challenge.
- Willing to uphold and promote the Catholic ethos, mission and values of Cardinal Heenan Catholic High School.

Safeguarding and Equality

Cardinal Heenan Catholic High School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory completion of appropriate pre-employment and safeguarding checks, including an Enhanced DBS check where required.

The school promotes diversity and seeks to develop a workforce that reflects the population of Leeds. Applications will be considered fairly and in accordance with relevant equality legislation and school policy.