

# Holy Name Catholic Voluntary Academy



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Loving Learning  
 Living Laughing  
 Together in Faith

## Job Description

<b>Post</b>	Teaching Assistant
<b>Details: grade, hours, duration, location</b>	NJC Grade A1/B1, SCP 3-6 - £22,737 - £23,893 per annum (Actual Salary SCP 3, £7,734 per annum)  Fixed term until 31 August 2024, 15 hours per week, Term Time Only
<b>Responsible to</b>	Headteacher, SENCo and Key Stage Leader
<b>Purpose of the Post</b>	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.
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.</li> <li>• To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.</li> <li>• To establish constructive relationships with pupils and interact with them according to individual needs.</li> <li>• To promote the inclusion and acceptance of all pupils.</li> <li>• To encourage pupils to interact with others and engage in activities led by the teacher.</li> <li>• To set challenging and demanding expectations and promote self-esteem and independence.</li> <li>• To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.</li> <li>• To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.</li> <li>• To use strategies, in liaison with the teacher, to support pupils to achieve learning goals.</li> </ul>



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- To assist with the planning of learning activities.
- To monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To establish constructive relationships with parents/carers.
- To administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- To provide clerical/admin. Support - photocopying, typing, filing, money, administer coursework.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To undertake programmes linked to local and national learning strategies -. literacy, numeracy, early years-recording achievement and progress and feeding back to the teacher.
- To support the use of IT in learning activities and develop pupils' competence and independence in its use.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To 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.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

	<ul style="list-style-type: none"> <li>• To 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.</li> <li>• To work under the direction of the Headteacher.</li> </ul>
	<p><b>Whole School Support</b></p> <ol style="list-style-type: none"> <li>1. To be aware of and comply with policies and procedure relating to; child protection, health and safety, security, confidentiality and data protection, and report all concerns to the appropriate person.</li> <li>2. To contribute to the overall ethos, work and aims of the school.</li> <li>3. To appreciate and support the role of other professionals in school and from outside agencies.</li> <li>4. To attend relevant meetings as required.</li> <li>5. To participate in training and other CPD opportunities and Performance Management as required.</li> <li>6. To assist with the supervision of pupils out of lesson times including playtimes and lunchtimes.</li> <li>7. To carry out any other reasonable duties or tasks as directed by the Headteacher, following discussions with the staff concerned.</li> </ol> <p><b><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></b></p>
<p><b>VARIATION IN ROLE</b></p> <p>Given the dynamic nature of the role and structure of Holy Name, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	
Signed:	Date:
Name:	

***Holy Name is committed to promoting and safeguarding the welfare of all children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.***

***In line with KCSiE 2023, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.***