

Job Description

Postholder	Teaching Assistant
Salary/Scale of Post	B1, points 4 - 6 (£25,185 - £25,989) pro rata to hours and weeks worked 31.5 hours per week, Term Time Only plus Training Days
Line Manager	Assistant Headteacher—SEND
Job Purpose	To work under the direct instruction of the Assistant Headteacher – SEND and teaching staff to provide learning support for students. This post will also include welfare/personal care, small groups/one to one and general support for the students in the classroom.

Key Tasks	<ul style="list-style-type: none"> • To work as part of a team providing support for literacy, numeracy, complex needs and emotional and mental health support in order to support the needs of the students. • To provide learning support for students in small groups/one to one and as general support in the classroom. • To attend to named students' personal needs and implement related personal care programmes, including social, health, physical, hygiene and welfare matters. This can include feeding and toileting. • To supervise and support students, ensuring their safety and access to learning. • To establish good relationships with students, acting as a role model; being aware of and responding to individual needs. • To promote the inclusion and acceptance of all students. • To encourage students to interact with others and engage in activities led by the teacher • To encourage students to act independently as appropriate. • To prepare classrooms as directed for lessons and clear away afterwards and to assist with the display of student's work. • To be aware of student problems, progress and achievements, reporting to the teacher as agreed. • To undertake student record keeping as requested. • To support the school's Positive Discipline Policy and assist the teacher in managing student behaviour, reporting difficulties as appropriate. • To gather and report information from and to parents and carers as directed. • To assist particular departments with routine administrative tasks. • To support students in using ICT as directed in each subject. • To assist students in the use of appropriate equipment and resources as required.
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Key Tasks	<ul style="list-style-type: none">• To be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.• To ensure that all students have equal access to opportunities to learn and develop.• To contribute and support the overall ethos, work, aims and policies of the school.• To appreciate and support the role of other professionals• To assist class tutors including taking registers (or other duties) in the absence of the tutor.• To attend relevant meetings as required.• To participate in training and other learning activities and performance development as required.• To assist with supervision of students out of lesson times (this includes break and lunchtimes).• To carry out timetabled break and lunchtime duties.• To accompany teaching staff and students on visits, trips and out of school activities as required.• To undertake First Aid training as required.• To have commitment to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines.• To undertake other tasks commensurate with the scale and responsibilities of this post.• Ensure high standards of professional appearance in line with the school's dress code.• To ensure literacy and numeracy are given prominence in the delivery of the curriculum.• Follow school policy in relation to all prescribed areas.
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Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Qualifications/Training			
GCSE English Language and Maths Grade A* - C (or equivalent)	✓		A, I
Willingness to undertake training if required	✓		A, I
Professional / other qualifications e.g. NVQ Level 2		✓	A, I
Knowledge/Qualifications demonstrating ability in numeracy and literacy	✓		A, I
Skills and Specific Aptitude			
Ability to take small groups for extra Literacy/Numeracy support		✓	A, I, R
Good timekeeper	✓		R
Good interpersonal skills	✓		I, R
Ability to carry out work in an accurate, calm, clear and positive fashion	✓		I, R
Computer literate		✓	R
Ability to interpret basic instructions and act on them accordingly	✓		A, I
Ability to organise activities in an efficient and effective manner	✓		I
Ability to communicate effectively in a variety of different media	✓		A, I
Ability to interact effectively at all levels within the school	✓		A,I
Ability to contribute effectively within a team	✓		I
Ability to manage own workload to meet conflicting demands an tight deadlines	✓		I, R
Ability to produce information in a clear, accurate and concise format	✓		I
Smart professional appearance	✓		I
Ability to undertake duties off the school premises as directed by Line Managers	✓		I, R

Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Experience & Understanding			
Experience of working in a school or educational environment		✓	A, I
Understanding of the need for confidentiality	✓		I
Understanding of children and their needs	✓		I
Understanding of Child Protection and Safeguarding issues	✓		I
Motivation and Social Skills			
Show initiative	✓		R
Supportive of the school Catholic ethos	✓		A, I, R
Has vision, energy and enthusiasm	✓		R
Flexible, positive attitude to work	✓		I
Ability to contribute to other aspects of school life	✓		I, R
Smart, professional appearance	✓		I, R
Commitment to safeguarding and promoting the wellbeing of all children	✓		I, R