

JOB DESCRIPTION

Post Title: Teaching Assistant –SEN 1:1

Responsible to: Headteacher

Salary – Career graded – Grade 2: Scale Points 3-4

Working Pattern – 26.65hrs a week – Term Time only Permanent

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust
- Committed, passionate, dynamic, and supportive.
- Innovative and high performing.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Ability to relate well to children and adults.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

Location: St Ethelbert's Primary School Bolton

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

It is the practice of this Trust to periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.



Person Specification

		Essential /desirable	Evidence
Qualifications	To possess, or be willing to work towards, GCSE English and Mathematics at grade A*-C, or GCSE Level 4-9, or Level 2 qualification in Literacy and Numeracy.	E	A/C
	To possess or working towards Level 2 QCF in Teaching and Learning.	D	A/C
	To possess a full or emergency Paediatric First Aid certificate.	D	A/C
	Willingness to undertake appointed person certificate in first aid administration.	D	A
	Level 2 Certificate Supporting the wider curriculum	D	A
Knowledge & Experience:	Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	E	A/I
	Ability to build effective working relationships with all pupils and colleagues.	E	A/I
	Ability to promote a positive ethos and role model positive attributes.	E	A/I
	Good personal numeracy and literacy skills.	E	A/I
	Willingness to develop basic ICT skills.	D	A/I
	Understanding of basic technology – computer, video, photocopier.	D	A/I
	Experience of working with &/or caring for children within an education setting.	D	A/I
Technical Skills & Ability	Awareness of basic understanding of the school curriculum	E	A/I
	Basic awareness of inclusion, especially within a school setting.	E	A/I
	Experience or working with or caring for children.	E	A/I
	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements.	E	A/I
	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate and promote the positive	E	A/I



	value, attitudes and behaviour you expect from the pupils with whom you work.		
	Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.	E	A/I
	Ability to improve your own practice through observations, evaluation and discussion with colleagues.	E	A/I
Special Working Conditions	Ability to attend occasional meetings out of school hours.	E	A/I

Key

E Essential **R** References
I Interview **C** Certificate
D Desirable
A Application