

Job Description and Person Specification

Role

Teaching Assistant

Primary School

Grade: Scale 3

Reporting to: Class Teacher

Saint John Southworth Catholic Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Description

Corporate Responsibilities

- To supervise and provide support for all pupils, ensuring their safety and access to learning activities
- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- To uphold an individual and organisational commitment to a culture of safeguarding for all
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

This is a school-based role that will involve contact with children.

Key Duties and Responsibilities

- To establish constructive relationships with pupils, set challenging and demanding expectations of them, promote self-esteem and independence and interact with them according to individual needs
- To promote the inclusion and acceptance of all pupils
- To create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans and instruction from the teacher and assist with the display of pupils' work
- To use strategies, in liaison with the teacher, to support pupils to achieve learning goals and assist with the planning of learning activities
- To monitor pupils' responses to learning activities, accurately record achievement/progress and provide detailed and regular feedback to teachers on pupils' achievement, progress and areas for development
- 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 liaise sensitively and effectively with parents/carers as agreed with the teacher
- To provide clerical/admin support e.g. photocopying, typing, filing, administer homework, etc.
- To supervise pupils on visits, trips and out of school activities as required
- To support playground/break time/lunches and lunch playtime supervision
- To administer first aid, as appropriate

Professional Development

- To be committed to own professional development

- To establish and participate in training opportunities, meetings, and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: April 2025

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> Minimum of five GCSE (A-C/ 4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2 Evidence of relevant continuing professional development activities 	<ul style="list-style-type: none"> Level 3 qualification in relevant discipline First aid qualification or willing to work towards 	<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Experience of providing learning or wellbeing support for children 	<ul style="list-style-type: none"> Experience supporting in a primary school setting 	<ul style="list-style-type: none"> Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Knowledge and understanding of child development and teaching strategies Ability to relate well and work effectively with children and adults Ability to work constructively as a part of a team Effective behaviour management skills Excellent communication and interpersonal skills 	<ul style="list-style-type: none"> Understand varying and complex needs of pupils and how to overcome barriers to learning Able to use IT and relevant software effectively 	<ul style="list-style-type: none"> Application Interview
Character and Values	<ul style="list-style-type: none"> High commitment to safeguarding and promoting the welfare of children A passion for education and a deep-felt desire to make a difference for young people 	<ul style="list-style-type: none"> Interest in the Trust's wider role in the community 	<ul style="list-style-type: none"> Application Interview

	<ul style="list-style-type: none"> • Commitment to the Trust agenda for inclusion, diversity and equality • Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership • Emotionally intelligent: know when to direct and when to challenge • Understand the importance of work/ life balance 		
Personal Circumstances	<ul style="list-style-type: none"> • Legally entitled to work in the UK • Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 	<ul style="list-style-type: none"> • Flexible to support out of hours activity on occasion 	<ul style="list-style-type: none"> • References • Interview