

St. Joseph's Catholic Primary School JOB DESCRIPTION

Job Title:	Teaching Assistant
Salary:	Range £18,013 to £18,957
Grade:	PS3
Employment Status: Fixed Term – September 2021 to the end of Summer Term 2022	
Hours of Work: 29.17 hours per week; 8.55am – 3.15pm (Mon – Fri) Term time only [38 weeks] Or hours to be negotiated	
Job Purpose Under the direction of the class teacher, to facilitate learning by supporting the needs of individuals and groups of pupils in accordance with school policies, in the pursuit of high standards of pupil achievement. To support children with Special Educational Needs, enabling them to access the curriculum. To assist in the organisation and maintenance of the Learning Environment. To assist the classroom teacher with administrative tasks.	
Job Context: St. Joseph's is a one-form entry, Voluntary Aided Catholic Primary School with 189 pupils aged 4-11 years. The school's mission is to create a learning environment where children will receive an excellent primary education within the context of a caring community and be prepared for a life animated by Christian values.	
School Mission Statement: <p style="text-align: center;">“Learning and Growing Together in the Light of God’s Love”</p> <p style="text-align: center;"><i>At St Joseph's Catholic Primary School...</i></p> <p style="text-align: center;">We cherish the uniqueness of all individuals.</p> <p>We aim to create a learning climate which promotes the development of the whole child and engenders a love for learning and excellence, so that within the framework of a broad and balanced curriculum, all may realise their potential.</p> <p>We proclaim the Gospel values in the ways in which we love ourselves and others.</p> <p style="text-align: center;">Worship, prayer and our relationship with God are at the heart of school life.</p> <p style="text-align: center;">We embrace our role in the wider community and seek to bear witness to our Catholic Faith in all that we do.</p>	

Key Tasks/Accountabilities This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required
<ul style="list-style-type: none"> Model and promote the positive values, attitudes and behaviour expected from pupils and contribute to the Catholic ethos of the school.
<ul style="list-style-type: none"> Support learning for individuals or groups under the guidance of the classroom teacher and assist with the delivery of lesson plans.
<ul style="list-style-type: none"> Work with the teacher on individual and group programmes of work, setting targets and devising strategies to support the pupils.
<ul style="list-style-type: none"> Under the guidance of the teacher or Senco, support children within the class who have Special Educational Needs.
<ul style="list-style-type: none"> Assist the class teacher with the development, implementation and review of pathway plans.
<ul style="list-style-type: none"> Lead agreed work/support programmes with individuals or groups both in and out of the classroom.
<ul style="list-style-type: none"> Monitor pupils' responses to learning tasks and their progress towards objectives and provide constructive feedback to the pupils.
<ul style="list-style-type: none"> Keep records of activities undertaken and children's progress towards targets.
<ul style="list-style-type: none"> Maintain confidentiality and provide teachers (and outside support agencies as appropriate) with regular, objective and accurate feedback on pupil achievement, progress, attitudes and areas of concern.
<ul style="list-style-type: none"> Use a range of teaching strategies to support children's learning.
<ul style="list-style-type: none"> Establish productive working relationships with pupils and adults, respecting their social, cultural and religious backgrounds.
<ul style="list-style-type: none"> Liaise with class teacher regularly to discuss tasks and events.
<ul style="list-style-type: none"> Under the teacher's guidance, assist with classroom administrative tasks e.g. preparation of materials for classroom use, record keeping etc.
<ul style="list-style-type: none"> Use behaviour management strategies consistent with the school's Behaviour Policy to ensure a purposeful learning environment and consistently high standards of behaviour.
<ul style="list-style-type: none"> Organise, maintain and manage safely the learning activities and physical learning environment/teaching space for which you are responsible.
<ul style="list-style-type: none"> Under the direction of the class teacher/Headteacher, assist in creating and maintaining stimulating classroom or general displays.
<ul style="list-style-type: none"> Help children develop their social skills and promote independence, and support pupils in taking responsibility for resources and the environment.

<ul style="list-style-type: none"> • Supervise children around the school e.g. in the Computing suite, library, playground as required. Escort children on school educational trips and visits.
<ul style="list-style-type: none"> • Take an active role in the life of the school and help with special occasions and events including assemblies and worship.
<ul style="list-style-type: none"> • Attend Inset days and any necessary training courses as required, taking responsibility for your own professional development.
<ul style="list-style-type: none"> • Develop and use specialist skills to contribute to pupil learning.
<ul style="list-style-type: none"> • Work as a member of the school team, planning co-operatively, sharing expertise, information and ideas where appropriate.
<ul style="list-style-type: none"> • Understand and apply all school policies and contribute to their development where appropriate.
<ul style="list-style-type: none"> • Maintain confidentiality on all aspects of school life, inside and outside the workplace.
<ul style="list-style-type: none"> • Supervise and ensure the welfare of the children during the lunchtime break on the playground and in the dining hall.
<ul style="list-style-type: none"> • Administer basic First Aid as required, in line with the school policy.
<ul style="list-style-type: none"> • Carry out any other duties that reasonably fall within the remit of the post.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

Good standard of general education.

Good literacy, numeracy and verbal skills (to include GCSE Grade A-C in English and Maths or equivalent stand-alone qualification in literacy and numeracy).

Good ICT skills.

Teaching Assistant NVQ (not essential, but desirable)

Knowledge of the stages of child development.

Basic First Aid (training will be given)

Knowledge of the importance of safeguarding children (training will be given)

Skills/Abilities:

Ability to work as part of a team and be supportive of colleagues.

Excellent organisational skills.

Ability to plan and prioritise.

Good time keeping and ability to work to deadlines.

Effective listening and communication skills (both oral and written).

Ability to inspire and motivate children to learn.

Ability to use the computer efficiently to support both the children's learning and the teacher's administrative needs (e.g. basic word processing, e-mail, use of internet).

Ensure confidentiality at all times.

Experience:

Experience of working with children.

Experience of working as part of a team.

Experience of working with children with Special Educational Needs would be an advantage.

Personal Qualities:

A caring, positive attitude.

A good sense of humour.

Calm under pressure, patient and sensitive to children's needs.

Flexible, proactive and able to use initiative.

Creative, resourceful and keen to be involved.

Adaptable, energetic and enthusiastic.

Provide a positive role model and endorse the ethos of the school.

Special Factors:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments will be subject to satisfactory references and DBS clearance.

As an employee in a Catholic school, you are required to have regard to the Catholic character of the school and not to do anything in any way detrimental or prejudicial to the interests of the same.