



St. Peter's Catholic Primary School
Sandy Lane
Doncaster
DN4 5EP
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Teaching Assistant

Job Description

Main purpose of the role:

To support the delivery of high quality learning and care for children, including those with special educational needs both in and out of the classroom.

Main duties and responsibilities:

Support for pupils

- Work as a member of our team to ensure a high standard of education for pupils
- Support individual and small groups of children in the curriculum to accelerate their learning and personal development.
- Support children's learning and development, particularly identified children with specific and complex needs in receipt of EHCP funding.
- Assist with the development of SEN support plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Provide feedback to pupils in relation to progress and achievement
- Share in the care and wellbeing of the children throughout the school.
- Support the emotional, behavioural and pastoral needs of all pupils, including those with additional needs.
- Be involved in the planning, development and delivery of intervention strategies.
- Facilitate reading instruction in line with the school's phonics programme.
- Observe and monitor pupils' progress and adapt agreed approaches to their particular needs.
- Support any medical needs and administer medication according to the school's policy.

Support for teachers

- Create and maintain a purposeful, orderly and supportive environment, and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- Provide regular and detailed feedback to teachers on pupils' achievement and progress.
- Provide PPA cover as directed, in partnership with a colleague
- Promote good pupil behaviour, in a positive manner, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish positive and constructive relationships with parents and carers.
- Carry out specific administrative/ procedural tasks to support the class teacher

Support for the curriculum

- Undertake structured and agreed learning activities, adjusting activities according to pupil needs as appropriate.
- Undertake intervention programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher.
- Help the class team with the preparation, maintaining and use equipment and resources required to meet the lesson and relevant learning activities and assist pupils in their use.

Support for the school

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- 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.
- Develop effective professional relationships with all key stakeholders including colleagues/parents/partners external bodies and the wider community
- Demonstrate consistently high standards of personal and professional conduct.
- Promote the school's Catholic ethos and values.

Other duties

- Other such reasonable duties as determined and delegated by the class teacher, Senior Leadership Team or St Francis CMAT CEO consistent with the grade of the post and the experience of the Post holder
- To have professional regard for the ethos, policies and practices of the school and Trust in which you support, and maintain high standards in your own attendance and punctuality.

Person Specification:

		Essential	Desirable
Qualifications, Skills & Knowledge	GCSE grade 4 or above in Maths and English	•	
	NVQ Level 2 or equivalent qualification in childcare or education		•
	First Aid Certificate		•
Experience	Experience of working with children and young people, including those with Special Educational Needs and Disabilities		•
	Experience of working with national curriculum and other strategies in a school environment		•
Thinking Ability	A passion for working with children and young people with Special Educational Needs	•	
	Hold high expectations for children and young people's learning and achievement	•	
	An understanding of relevant policies and awareness of relevant legislation	•	
	An understanding of national and foundation stage curriculums and accreditation	•	
	An understanding of child development	•	
	An understanding of Individual Education Plans	•	
	Ability to review learning needs and actively seek learning opportunities	•	
	The capacity to use ICT to improve the quality of provision		•
	Awareness of the need to maintain confidentiality	•	
Personal Effectiveness	Good communication skills	•	
	Good interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to manage own time, prioritise tasks and proven organisational skills	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Passionate and enthusiastic about making a difference	•	
	Child-centred and committed to achieving the best outcomes for pupils	•	
	Ability to work with children and young people that present challenging behaviour	•	
	Ability to form respectful and trusting relationships with a range of people including parents and carers	•	
	Capacity to motivate, inspire and challenge children, young people, self and others	•	

General	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	A firm commitment to the concept of Multi-Academy Trust and a desire to see the Trust flourish and expand in a sustainable manner	•	
	An understanding of and commitment to equal opportunities	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	