St. Thomas a Becket Catholic Secondary School

*Part of the Bishop Konstant Catholic Academy Trust*

**Job Description**

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| **Post title:** | Teaching Assistant |
| **Grade:** | Grade 4 |
| **Conditions:** | Term time |
| **Accountable to:** | Assistant SENDCO |

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| **Job Title:** | | **Teaching Assistant** | |
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| **Job Purpose:** | | Supervision Activities Relating to Teaching and Learning. Under the direction and supervision of a teacher or line manager, to support pupil’s learning. | |
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| **Key Outcomes / Activities:** | | * To assist with the supervision of pupils ensuring their safety and access to learning. * To provide general support with learning activities to enable pupils to understand instructions and to ensure they remain on task. * To report to the teacher or line manager any pupil problems or difficulties. * To assist the teacher or line manager by contributing as directed to a pupils’ individual behaviour/education plan. * To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder’s contractual hours. * To participate in school visits, assisting with activities as required.   Other duties commensurate with the grade of the post as directed by the Headteacher. | |
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| **Characteristics of the post:** | | The ability to occasionally attend meetings as required by the Headteacher/Line Manager.  Employees are encouraged to participate in training activities in order to enhance their own personal development.  All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.  **The employment checks are required:**   * Evidence of entitlement to work in the U.K. * Online social media check * Evidence of essential qualifications – see page 1 of this job specification * Two satisfactory references * Confirmation of medical fitness for employment * Registration with appropriate bodies (where applicable)   **The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**  **Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure** | |
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| **Safeguarding:** | | | * Contribute to the safeguarding and promotion of the welfare and personal care of children and young people regarding safeguarding procedures. * Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the Designated Safeguarding lead or a Deputy Designated Safeguarding Lead. |
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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | | |

**Person Specification**

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| Qualifications/Training | Essential | Desirable |
| Level 2 Numeracy / Literacy skills or willingness to work towards this |  |  |
| Support Work in Schools (S.W.I.S.) Level 2 |  |  |
| Supporting pupils with S.E.N. Level 2 or 3 qualification |  |  |

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| Knowledge | Essential | Desirable |
| Good Numeracy / Literacy Skills |  |  |
| Appropriate knowledge of First Aid |  |  |
| Use of Technology e.g. ICT |  |  |
| Child Protection issues |  |  |
| Health, Safety & Security issues |  |  |
| Working or caring for children |  |  |

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| Experience | Essential | Desirable |
| Knowledge of the school and BKCAT policies regarding Safeguarding & Child protection and GDPR |  |  |

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| Competencies and other skills required | Essential | Desirable |
| The ability to relate well with children and adults |  |  |
| The ability to work as a member of a team |  |  |