

JOB DESCRIPTION

TITLE: Teaching Assistant

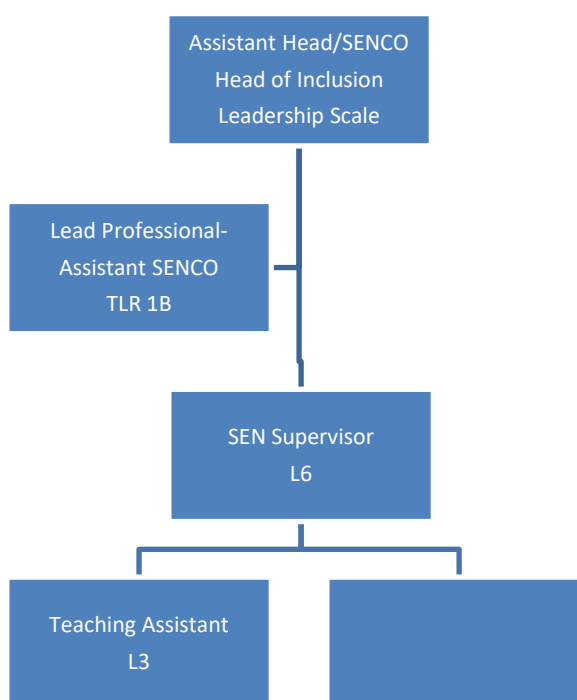
SCHOOL: Cardinal Newman Catholic School

RESPONSIBLE TO: Assistant Headteacher/SENCO/Head of Inclusion

GRADE: L3

PURPOSE OF POST: Support the class teacher in all aspects of teaching and enhance learning opportunities for pupils, supporting the development of knowledge and practical experience to ensure pupils with SEND gain the best opportunity to learn. Support pupil progress through mentoring and delivering intervention.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

- | | <u>%</u> |
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| 1. Provide support in the classroom to individuals/groups of pupils as directed by the class teacher/line manager (e.g. IEPs, care plans etc.) To support the achievement of literacy and numeracy targets and other specific curriculum areas, as directed. | 50 |
| 2. To provide feedback and liaise with the class teacher/or appropriate member of the SEN Team over problems to include the recording pupil progress through observation and questioning, regarding issues such as pupil targets (and Individual Educational Plans/Education Care Plans where relevant) and report on the individual's progress. | 5 |
| 3. Contribute to the development of a purposeful working atmosphere and implement the school's behaviour and any related policies and procedures. Invigilate tests and examinations as directed. Provide access arrangements for pupils during internal and public examinations. | 5 |

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| 4. | Under the direction of the SENCO/Headteacher develop and maintain supportive relationships with parents, carers and others of the pupil's community. Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, and education welfare officers, to meet the personal and educational needs of individual pupils. | 5 |
| 5. | Provide care, health and welfare of pupils in accordance with the school's health and safety and related policies. This may include carrying out agreed daily hygiene routines, the administration of medicines by mouth or other medical procedures following appropriate training. | 5 |
| 6. | As required, contribute to specific aspects of teaching, learning and personal development, for example swimming, school visits, practical activities etc.. | 5 |
| 7. | Provide support for learning in the classroom as directed by the class teacher/line manager and help to maintain the order and cleanliness of the classroom environment. To prepare, maintain and deploy appropriate learning aids, materials and equipment. This may involve cleaning up spills/bodily fluids. | 5 |
| 8. | To review Individual Education Plans with students, set appropriate targets and mentor students to monitor progression towards targets | 5 |
| 9. | Undertake any other duties of a similar grading as required | 5 |
| 10. | Deliver targeted interventions to pupils with specific SEND needs. | 10 |

DIMENSIONS:

Supervisory Management: None

Financial Resources: None

Physical Resources: Classroom materials, equipment and resources

Other:

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. A Teaching Assistant at this level could be deployed to support pupils for whom English is an additional language, to support named children with special educational needs (behavioural or medical), or generally.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the CRB Code of Practice which can be www.disclosure.gov.uk

This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006. You must register with the Independent Safeguarding Authority, and have your registered status confirmed by Luton Borough Council, in order to undertake this post.

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided.

Working Environment: There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell.

The St Alban Catholic Academies Trust & the School are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.

Teaching Assistant Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience in the care and/or education of children.	1,2	Some experience of working with people with a range of special needs. Experience of working in a school environment is desirable for this post.	1,2
	Some experience of planning, monitoring and assessment of pupils' work.	1,2		1,2
	Some experience of working in an educational setting.	1,2		
Skills/Abilities	Able to contribute constructively to and work effectively as a member of a team.	1,2	Basic information technology skills, e.g. word-processing, databases, spreadsheets.	1,2
	Able to work on own initiative with parents/carers and the child's community within an agreed framework and set of objectives.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1,2		
	Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc..	1,2		
	Able to contribute to the support of children in all areas of personal and educational development.	1,2		
	Able to keep accurate records.	1,2		
	Able to support learning in numeracy at relevant Key Stage.	1,2,3		
	Able to support learning in literacy at relevant Key Stage.	1,2,3		
Competencies	Able to demonstrate appropriate motivation to work with young people.	1,2	Appropriate attitudes to use of authority and maintaining discipline.	1,2
	Able to form appropriate relationships with young people.	1,2		
	Emotional resilience in working with challenging behaviours.	1,2		
Equality Issues	Able to recognise common forms of discrimination	1,2		
Specialist Knowledge			Some knowledge of how pupils learn.	1,2

			Some knowledge of curriculum requirements.	1,2
Education and Training	Able to commit to relevant job training. Qualification in Numeracy and Literacy Willing to administer medicines by mouth or other medical procedures following appropriate training	1,2 1,2,4,5 1,2	National Occupational Standard Level 2, or equivalent, or working towards this. GCSE or equivalent Grade C / Level 4 in English, Maths and Science.	1,2,4,
Other Requirements	Must be ISA registered/eligible for ISA registration	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure the policies of the St Alban Catholic Academies Trust and the School are reflected in all aspects of his/her work, in particular,

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline

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