



Job Description

Teaching Assistant - Child Specific Post

Job Title: Teaching Assistant - Child Specific Post	Salary Range: Salary Band B £22,737 - £23,500 (Actual Salary £15,810 - £16,333)
Hours of Work:	30 hours 38 weeks per year, term-time only plus INSET days
Responsible to:	Headteacher / Inclusion Manager
Introduction: This job description and person specification relates to the role of Child Specific Teaching Assistant at St Anthony's Catholic Primary School who are now part of the emerging Our Lady and All Saints Catholic Multi Academy Company.	
Core Purpose: <ol style="list-style-type: none"> 1. To promote the image of the Catholic School, within the community, as an institution with the highest expectations following gospel values. 2. Raise the standards of achievement and promote the well- being of pupils at St. Anthony's school 3. To work in partnership with the child, the parents and the school. 	
Key roles <ol style="list-style-type: none"> 1. Provide a high standard of support in order to raise the quality of learning and pupil achievement across all subject areas 2. Undertake personal professional development and contribute to whole-school improvement and School Self Evaluation 	
Main Areas of Responsibility:	
Supporting the pupil <ul style="list-style-type: none"> • To develop an understanding of the type of support needed by the pupil • To attend to the personal, physical and medical needs of the pupil, so that their well-being is maintained including any aspects of hygiene • To work with small groups of children in order to allow other members of staff to observe the child • To work with the child in a 1:1 or small group situation • To accompany the pupil on educational trips/visits as directed by the teachers in school • To implement programmes designed by other professionals as appropriate 	
Supporting the teacher <ul style="list-style-type: none"> • To monitor the individual pupil's progress, achievements and developments and report these to the teacher, to inform decisions taken regarding the EHCP / IEPs for the pupil • To assist in the day-to-day management of the learning environment in order to meet the needs of the pupil • To provide input into the planning, preparation and delivery of activities in order to meet the needs of the pupil, under the direction of their class teacher • To provide regular information to contribute to the teacher's records and reports 	
Supporting the curriculum <ul style="list-style-type: none"> • To be aware of the relevant documents used in school to plan the curriculum • To identify and use resources to support the child's access to learning 	
Supporting the school <ul style="list-style-type: none"> • To adhere to and maintain school policies, routines and codes of conduct and to support the Catholic ethos of the school • To support the development of positive relationships between home and school • To attend and contribute to review meetings • To attend and contribute to other meetings as appropriate 	

- To be aware of the school's Equal Opportunities Policy
- To be aware of and practise according to the school's Safeguarding Policy
- To be aware of and work safely within the LA's Health & Safety regulations
- To provide an effective link and liaise with all other agencies as appropriate

Other professional requirements

- To be able to respond appropriately to unexpected problems and situations
- To be able to exercise well-developed interpersonal skills
- To be aware of the need to make effective use of professional development opportunities
- To maintain confidentiality

Additional Responsibilities

Code of Conduct

- The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the School Code of Conduct for Employee.

Health & Safety

The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

Policies & Procedures

- The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures.

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Reviewed by: Executive Headteacher & Head of School

Date agreed: June 2024