



**ST JOSEPH'S & ST GREGORY'S**  
CATHOLIC PRIMARY SCHOOL

*'Let all that you do be done in love'*



**TEACHING ASSISTANT**

Salary: Grade F; £23,893 FTE

Contract: Fixed Term until 31<sup>st</sup> August 2025

Part-Time: 27.5 hours per week 39 Weeks (term-time + Inset)

Closing date: Thursday 18<sup>th</sup> July 2024 (12:00 noon)

Interviews: Friday 19<sup>th</sup> July 2024



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## CATHOLIC PRIMARY SCHOOL

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The directors, staff and pupils of this family-orientated school are seeking to appoint a Teaching Assistant.

#### **We are looking for someone who can work with children across our school to:**

- provide positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop self-reliance and self-esteem.
- support pupils in developing social skills both in and out of the classroom.
- provide regular feedback on the pupil's learning and behaviour to the teacher, including feedback on the effectiveness of the behaviour strategies adopted.
- under the direction of the teacher, carry out and report on systematic observations of pupils, gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
- when working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
- work with any child within the school community, supporting them and their needs with dignity.
- where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
- be aware of confidential issues linked to home/pupil/teacher/school
- Contribute towards reviews of the pupil's progress as appropriate
- participate in training activities offered by the school to further knowledge and skills of working with children with a range of needs.
- provide break time supervision

#### **In return, we can offer you:**

- a caring ethos where everyone is respected and valued;
- a happy, vibrant working environment with dedicated, experienced and supportive staff and governing body;
- a commitment to continued professional development and an openness to innovative ideas that will benefit the school and its community;
- investment in staff wellbeing.

**St Joseph's and St Gregory's is a nurturing, forward-looking school where each child is cared for, challenged and inspired to reach their full potential. If you would like to join our team, we would love to hear from you. We warmly welcome any visits to the school to see us in action.**

**Closing date: Thursday 18<sup>th</sup> July 2024 (12:00 noon)**  
**Interview date: Friday 19<sup>th</sup> July 2024**

## JOB DESCRIPTION

<b>Job Title</b>	Teaching Assistant
<b>Salary / Scale</b>	Grade F 23,893 FTE
<b>Contract type:</b>	Fixed Term until 31 <sup>st</sup> August 2025, Part-Time / 39 weeks (Term time + Inset) 27.5 hours per week
<b>Purpose of the Position</b>	To provide high quality learning support to the children attending St. Joseph's and St Gregory's Catholic Primary School. The role is to work with both specific children with SEND and to support the children across the school in developing their learning in core areas.
<b>Key Responsibilities</b>	The role will work with a designated year group, supporting the teaching and learning and helping the children to make progress. This job description may be amended at any time, following consultation between the role holder and the Headteacher and will be reviewed annually.
<b>Responsible to</b>	The Headteacher
<b>Accountable to</b>	Trust Strategic Executive Lead (Chief Executive Officer)

## MAIN DUTIES

### General Responsibilities

Support pupils to learn as effectively as possible both in groups and individually for example:

- Clarifying and explaining instructions to the pupils
- Modelling methods and learning sequences
- Using assessment for learning to adapt teaching and support
- Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Using praise, commentary and assistance to encourage the pupils to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about support Plans and Education Health and Care Plans, contributing to the planning and delivery as appropriate
- Helping to make appropriate resources to support the pupils
- Modelling and promoting appropriate use of language to develop children's vocabulary and skills in oracy
- Establish supportive relationships with the pupils concerned.
- Promote the acceptance and inclusion of pupils with SEND and behavioural needs by encouraging pupils to interact with each other in an appropriate and acceptable manner.

The role will require attending to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).

- Provide positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop self-reliance and self-esteem.

- Support the pupil in developing social skills both in and out of the classroom.
- Provide regular feedback on the pupil's learning and behaviour to the teacher, including feedback on the effectiveness of the behaviour strategies adopted.
- Under the direction of the teacher, carry out and report on systematic observations of pupils, gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
- Be able to know and apply school policies: Code of Conduct, Child Protection and Safeguarding, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc...
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
- Be aware of confidential issues linked to home/pupil/teacher/school
- Contribute towards reviews of the pupil's progress as appropriate
- Participate in training activities offered by the school to further knowledge and skills of working with children with a range of needs.
- Provide break time supervision

## 1. Catholic purpose and identity of the school

The Learning Support Assistant must understand the nature and purpose of Catholic education and must be committed to sustain the Catholic identity of the school and safeguard the teaching of the Church.

The Learning Support Assistant must undertake to work with the children in the understanding and knowledge of their faith in all undertakings and have due regard to the Catholic character and ethos of the school and Trust.

## 2. Professional Development

- Participate in the school's appraisal procedures
- Participate as required in relevant training which has been identified by the members of the Senior Leadership Team
- Participate in further training and development in order to improve own learning

## 3. Communication

- Communicate effectively with pupils, parents and carers
- Communicate effectively with colleagues, Trust Directors, Governors and other external agencies.

## 4. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

## 5. Personal and professional conduct

- Uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school
- Ensure confidentiality is maintained at all times.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest.

	ESSENTIAL	DESIRABLE	EVIDENCE
<b>QUALIFICATIONS &amp; TRAINING</b>			
1. Excellent numeracy/literacy skills/GCSE (or equivalent) in Maths and English	✓		• Application • Interview
3. Up-to-date knowledge and awareness of current educational initiatives, issues and trends		✓	
5. First Aid trained		✓	
<b>FAITH COMMITMENT</b>			
1 Understanding of the distinctive nature of a Catholic School	✓		• Application • Interview
2 Commitment to contribute to the Catholic ethos and wider life of the school	✓		
<b>EXPERIENCE &amp; KNOWLEDGE</b>			
1. Knowledge of the primary National Curriculum.	✓		• Application • Interview
2. Knowledge of how to safeguard children in school.	✓		
3. Confidence to use ICT to effectively support learning.	✓		
4. Experience of good classroom practice, including teaching, assessment and behaviour management	✓		
5. Understanding of Health and wellbeing, safety and child protection, data protection & confidentiality	✓		
6. Good understanding of child development and learning processes.		✓	
<b>SKILLS &amp; ATTRIBUTES</b>			
1. Able to reflect and improve on own practice through CPD	✓		• Application • Interview
2. Willingness to learn from others	✓		
3. Good organisational and time management skills	✓		
4. Effective communication (written and verbal) with colleagues, children, parents/carers, as well as leadership and governance as required	✓		
5. Able to be a team player and effective decision maker	✓		
6. Able to maintain high levels of integrity, professionalism and confidentiality	✓		
7. Able to demonstrate flexibility and calmness under pressure, using own initiative to resolve problems	✓		