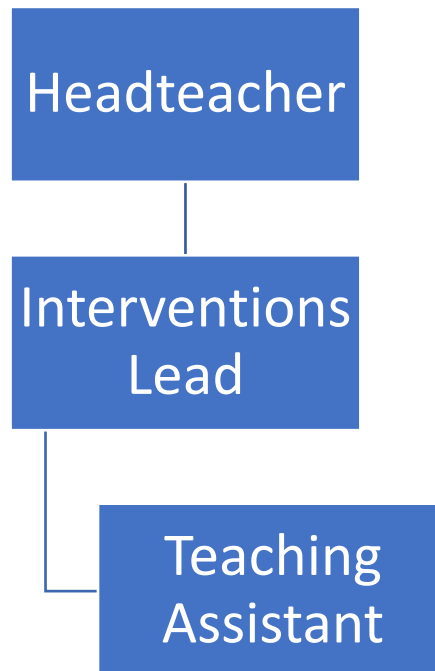


Job Title: Primary School Teaching Assistant

Responsible to: Headteacher & Interventions Lead

Scale / Grade: Bucks Pay

Organisational Chart:



PURPOSE OF POST: St Michael's Catholic school requires its Teaching Assistants to be eager and committed to supporting the needs of the school in particular the pupil's access to education. This role will include supporting teaching and learning of all children including children with EHCPs under the guidance of the class teacher. It will involve working widely within a year group, supporting the class teacher within whole class teaching, leading interventions with a group of children or assigned to working with one specific child with an EHCP. It may also involve working with senior management, middle management, teachers, other support staff, parents and pupils. This role also requires a post holder who has excellent interpersonal skills and is passionate about developing their abilities through CPD.

- Daily working hours 8:15am – 3:40pm (full-time) or 8:15am – 1:15pm (part-time)
- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually (including children with EHCPs) or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.
- Undertake break and lunch duties

SPECIFIC DUTIES

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extra-curricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space, including displays and resources to help maintain a stimulating and safe learning environment as directed by the class teacher.
- Observe pupil performance and pass observations on to the class teacher.
- Supervise a class if the teacher is temporarily unavailable.
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons in collaboration with the class teacher
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

HEALTH AND SAFETY.

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

- Work flexibly in order to support staff / pupils at times of crises in order to maintain the smooth running of the school and safety of the school community.

CONTINUING PROFESSIONAL DEVELOPMENT – PERSONAL

- To work with the Headteacher to continue own professional and personal development
- To support teachers and to ensure continuity of provision for pupils
- To support the distinctive qualities of the Catholic Ethos in Education and particular aspects of working in a Catholic School.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the school and the pastoral care of the pupils in their charge. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Elements of this job description and changes to it may be determined by the Headteacher following appropriate discussion or agreed by the Headteacher following request by the incumbent of the post. The decision of the Headteacher is final.

SAFEGUARDING

Because of the nature of this job, it will be necessary for an enhanced criminal record disclosure to be undertaken. Therefore, it is essential that any pending charges, convictions, bind-overs or cautions are disclosed. 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 allowed to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. And in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-overs or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice.

'The Trust/School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Prohibition Order Check and the Disclosure & Barring Service.'

Person Specification for COVER SUPERVISOR.

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	Experience of having worked with children in some capacity	1,2	Relevant experience in a similar environment	1,2
		1,2	Experience of working with children with SEN(D)	1,2
		1,2	Experience of working with groups in a primary school	1,2
Skills/Abilities	A positive interest in working with children.	1,2		
	Ability to get the best out of children	1,2		
	Adaptability	1,2		
	Able to work on own and as part of a team	1,2		
	Ability to build good working relationships with a range of colleagues and pupils	1,2		
	A clear communicator	1,2		
	Ability to work calmly and with patience	1,2		

Equality Issues	Demonstrable commitment to inclusive teaching and learning.	2,5		
	Awareness of the effects of discrimination on pupils, parents, colleagues and policy.	1,2		
Competencies	Able to demonstrate:	1,2		
	Appropriate motivation to work with young people			
	Ability to form appropriate relationships with young people	1,2		
	Emotional resilience in working with challenging behaviours	1,2		
	Appropriate attitudes to use of authority and maintaining discipline.	1,2		
Specialist Knowledge	Subject/KS knowledge.	1,2,5		
Education and Training	A good general education	4		
	Evidence of ongoing CPD	1,2		
Other Requirements				

(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 Job-holder will ensure that Cardinal Newman School's policies are reflected in all aspects of his/her work, in particular those relating to;

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

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