**JOB DESCRIPTION**

# SCHOOL: St Peter’s Catholic Primary School

**JOB DESIGNATION:** TEACHING ASSISTANT LEVEL 4

**GRADE:**  F - Scale Point 17-22: £23, 836 - £26, 317 ***pro rata***

**POST OBJECTIVE/S:**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

To be responsible for the management and development of a specialist area within the school: the achievement of children entitled to the Pupil Premium.

# MAIN DUTIES AND RESPONSIBILITIES

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| SUPPORT FOR PUPILS |
| * Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning * Establish productive working relationships with pupils, acting as a role model and setting high expectations * Develop and implement One Page Profiles * Promote the inclusion and acceptance of all pupils within the classroom * Support pupils consistently whilst recognising and responding to their individual needs * Encourage pupils to interact and work co-operatively with others and engage all pupils in activities * Promote independence and employ strategies to recognise and reward achievement of self-reliance * Provide feedback to pupils in relation to progress and achievement |
| SUPPORT FOR TEACHERS |
| * Organise and manage appropriate learning environment and resources * Within an agreed system of supervision, following teachers’ planning, carry out challenging teaching and learning, evaluating and adjusting lessons/work plans as appropriate * Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives * Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence * Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment * Work within the established behaviour policy to anticipate and manage behaviour constructively, promoting self control and independence * Support the role of parents in pupils’ learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc. * Administer and assess/mark tests and invigilate tests * Production of worksheets and resources for the lesson. |
| SUPPORT FOR THE CURRICULUM |
| * Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs * Deliver local and national learning strategies e.g. EYFS Framework, National Curriculum- and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills * Use ICT effectively to support learning activities and develop pupils’ competence and independence in its use * Select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds * Advise on appropriate deployment and use of specialist aid/resources/equipment |
| SUPPORT FOR THE SCHOOL |
| * Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils * Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils * Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others * Deliver out of school learning activities within guidelines established by the school * Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class |
| LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE   * Represent teaching assistants at staff meetings |

**PERSON SPECIFICATION**

**TEACHING ASSISTANT LEVEL 4**

**Personal requirements of a successful postholder**

**Education/Qualifications/Membership of Professional Institutions (indicate grade)**

Meet Higher Level Teaching Assistant standards or equivalent qualification or experience: Diploma of Higher Education/ Foundation degree/ HND/ HNC/ Certificate of Higher Education/ BTEC Professional Diploma E

Excellent numeracy/literacy skills – equivalent to NVQ Level 2

in English and Maths E

Willingness to undertake DfES induction for Teaching Assistant E

NVQ Level 3 for Teaching Assistant or equivalent, or 5 years relevant experience E

Possess HLTA status or relevant experience E

**Specialised Training**

Training in relevant learning strategies e.g. National Literacy Strategy E

Specialist skills/training in curriculum or learning area

e.g. bi-lingual, sign language, ICT E

**Experience**

Experience working with children of relevant age in a learning environment E

**Key Skills**

Can use ICT effectively to support learning E

Competent in the use of other appropriate equipment E

Ability to organise, lead and motivate a team E

Constantly strive to improve own practice/knowledge through self-evaluation

and learning from others E

Ability to relate well to children and adults E

Work constructively as part of a team, understanding classroom roles

and responsibilities and own position within these E

Specialist skills/training/ experience in curriculum or learning area E

**Key Knowledge**

Full working knowledge of relevant school polices/national codes of practice/legislation E

Working knowledge and experience of implementing national/foundation stage

curriculum and other relevant learning programmes/strategies E

Good understanding of child development and learning processes E

Understanding of statutory frameworks relating to teaching E

**For information**

**Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post**

**Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.**