**JOB DESCRIPTION**

**SCHOOL:** ST PETER’S CATHOLIC PRIMARY

**JOB DESIGNATION:** TEACHING ASSISTANT LEVEL 3

**GRADE:**  GRADE E

**POST OBJECTIVE/S:** To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups in or out of the classroom.

To supervise, within school cover supervision policy, whole classes occasionally during the short term absence of teachers, to maintain good order and to keep pupils on task.

**MAIN DUTIES AND RESPONSIBILITIES**

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| **SUPPORT FOR PUPILS** |
| * Use specialist (curricular/learning) skills/training/experience to support pupils * Assist with the development and implementation of SEN One Page Profiles. * Establish productive working relationships with pupils, acting as a role model and setting high expectations * 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 * Undertake before school, lunchtime and after school clubs as required * Maintain high standards of behaviour to ensure children remain on task and complete tasks |
| **SUPPORT FOR THE TEACHER** |
| * Work with the teacher to establish an appropriate learning environment * Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate * Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives * Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence * Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested * Undertake marking of pupils’ work and accurately record achievement/progress, as required * Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour * Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed * Administer and assess routine tests and invigilate exams/tests * Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc. |
| **SUPPORT FOR THE CURRICULUM** |
| * Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs * Support the use of ICT in learning activities and develop pupils’ competence and independence in its use * Help pupils to access learning activities through specialist support * Determine the need for, prepare and maintain general and specialist equipment and resources |
| **SUPPORT FOR THE SCHOOL** |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all 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 * Support the Catholic ethos of the school. * Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils * Attend and participate in regular meetings including weekly staff meetings * Participate in training and other learning activities as required * Recognise own strengths and areas of expertise and use these to advise and support others * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * Undertake planned supervision of pupils’ out of school hours learning activities * Supervise pupils on visits, trips and out of school activities as required * Provide Lunch time cover in the absence of Midday Supervisors. * Be trained as a First aider in school & provide cover when needed: includes a small payment |

**ST PETER’S CATHOLIC PRIMARY**

**PERSON SPECIFICATION**

**TEACHING ASSISTANT LEVEL 3**

Please note what follows is a summary of the training, qualifications and experience, as well as the knowledge, understanding and qualities that the successful candidate will be expected to possess.

**(Please note: Candidates failing to meet all of the essential criteria will automatically be excluded from consideration)**

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|  | **ESSENTIAL**  **OR**  **DESIRABLE** | **Evidenced by:**  **A=Application**  **I = Interview**  **R = References** |

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| **Training, Qualifications and Experience** | | | | | |
| Hold NVQ Level 3 Teaching Assistant Status or Equivalent | **E** | **A** | |  |  |
| Have experience of working with pupils in primary school and children with SEN | **E** | **A** | | **I** | **R** |
| Have relevant experience of working in a primary Key Phase. | **E** | **A** | | **I** | **R** |
| Be a confident user of ICT and be able to assist young people in using all ICT appropriately. | **E** | **A** | | **I** | **R** |
| **Professional knowledge and understanding.** | | | | | |
| Be able to put into practice consistent and fair approaches to managing behaviour. | **E** | **A** | | **I** |  |
| Be able to show initiative | **E** | **A** | | **I** | **R** |
| Have working knowledge of relevant policies/codes of practice and awareness of relevant legislation | **E** | **A** | | **I** |  |
| Understand principles of child development and their learning processes. | **E** | **A** | | **I** |  |
| Have understanding of the need to safeguard and promote the welfare of children. | **E** | **A** | | **I** | **R** |
| **Personal and professional qualities** |  | | | | |
| Have good communication skills | **E** | **A** | | **I** | **R** |
| Be able to work with children with additional needs in a group or 1:1 situations | **E** | **A** | | **I** | **R** |
| Be able to cover and supervise a whole class in the short term absence of a teacher | **E** | **A** | | **I** | **R** |
| Be able to work positively & constructively as a member of a team and be reliable when working with children and colleagues, | **E** | **A** | **I** | | **R** |
| Have patience, flexibility and resilience | **E** | **A** | **I** | | **R** |
| Understand classroom roles and responsibilities and your own position within these. | **E** | **A** | **I** | | **R** |
| Be able to actively support the Catholic ethos of the school | **E** | **A** | **I** | | **R** |
| Attend & contribute to weekly staff meetings | **E** | **A** | **I** | |  |
| Provide extra-curricular clubs | **E** | **A** | **I** | |  |

**For Information:**

**Category**

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.
2. 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.