

Holy Family Catholic High School

TEACHING ASSISTANT LEVEL 2

Job Outline

Person Specification

Pay and Conditions



Job Outline

Location	Holy Family Catholic High School
Title of Post	Teaching Assistant
Grade	Level 2 (Grade D)
Pay	£19,602 - £19,994 (£11,459 - £11,688 Pro Rata)
Hours	25 per week (Temporary/Term Time)
Responsible to	SENDCO

Purpose of the Job

Under the general direction of the Headteacher and directly responsible to the SENCO, to assist in meeting the personal, social and educational needs of statemented pupils and other pupils attached to the Special Educational Needs area and establish positive relationships.

Main Duties

Support & Deliver Learning - Supporting Teachers

- ◆ Work effectively as part of the teaching support team and with teaching staff in contributing to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda.
- ◆ Under guidance from the teacher work, support and complement the teaching by:
 - ◆ Preparing practical resources for the lessons such as apparatus, differentiated worksheets or visual aids where appropriate/required.
 - ◆ Assisting with the preparation of classroom displays, ensuring pupil work is presented in conjunction with teaching points.
 - ◆ supporting in behaviour management and reinforcing agreed rules when working with pupils.
 - ◆ Make use of a range of resources suitable for individual or small group needs, and use them to ensure pupil motivation.
 - ◆ Reporting to the teacher progress made, problems arising, and any difficulties with work and/or resources.
 - ◆ Arrive in class, on or before the start of the lesson.
 - ◆ Setting a good example in terms of personal presentation, attendance and punctuality.
 - ◆ Assist in the supervision and development of set tasks and adapting them where necessary for an individual or small group of pupils.
 - ◆ Establish good working relationships with pupils, acting as role model
 - ◆ Assist teaching staff in the delivery of programmes of support related to the needs of particular pupils.

- ◆ Work in close liaison with SENCO, LA staff and teacher, advising of difficulties and working on possible strategies that could help.
- ◆ Establish good relationships with parents/carers where appropriate
- ◆ Administer primary tests and invigilate examinations
- ◆ To be familiar with the pupils level of development and performance and to assist in recording progress.
- ◆ Provide specific support to pupils dependent upon their individual needs ensuring safety whilst supporting access to learning activities.
- ◆ Provide minimal clerical/administration support (e.g. support with SIMS management system, assistance with IEP's, photocopying, typing, filing, collecting money, etc)
- ◆ Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans

Support & Deliver Learning - Supporting Pupils

Under guidance from the teacher:

- ◆ assist in the promotion of development and learning (physical, emotional and behavioural).
- ◆ work to develop inclusion of all pupils within a lesson. This may be done by encouraging pupils to work collaboratively, by ensuring equitable access to resources or by further developing the use of ICT in lessons.
- ◆ assist pupils with practical work.
- ◆ Contribute to the Extended Schools programme as indicated within the School Improvement Plan, e.g. by assisting on school outings and various activities.
- ◆ Respond to individual pupil needs (including some SEN work), e.g. by preparing and using specialist materials to support individual pupils.
- ◆ Positively promote inclusion and acceptance of all pupils.
- ◆ Encourage pupils to interact with others and engage in activities led by the teacher
- ◆ Promote self-esteem and independence
- ◆ Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- ◆ To be familiar with the teachers planned programmes of work for the pupils group and to enable the pupil to fully participate in all activities.
- ◆ To record work in the form of a daily diary.
- ◆ To assist in personal and social care and to assist in fostering the development of independent social/interpersonal skills, to help develop strategies for organisation.
- ◆ To be able to respond to pupils who might demonstrate challenging behaviour due to their particular special need.
- ◆ To assist with general welfare of the pupils and their membership of the school community.
- ◆ To assist with the intimate care/personal hygiene requirements of Physically Disabled students, when necessary (including toileting and some basic physiotherapy).
- ◆ To assist physically disabled students dressing & undressing for PE lessons if required.
- ◆ To contribute to multi-disciplinary discussions of pupil's needs and progress.
- ◆ To attend staff training sessions where appropriate.
- ◆ Such other duties as may be reasonably be required within the grading level of this post.
- ◆ To respond to our students consistently and with a sense of humour.

General Duties including Pastoral Care and Professional Development:

- ◆ In support of Examination Officer, some knowledge of how to deal with emergencies in examination conditions, including evacuation routes from the building – ensure other staff are aware – particularly invigilators. (Can be through Business Manager or Estates Manager)
- ◆ Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- ◆ Attend to staff / pupils who are feeling unwell if appropriate
- ◆ Where possible obtain a nationally recognised First Aid certificate and attend suitable refresher courses in order to keep qualifications up-to-date.
- ◆ 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.
- ◆ In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
- ◆ Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- ◆ Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Pay and Conditions

- ◆ Appointment will be made subject to satisfactory references, CRB and Medical clearance procedures
- ◆ The rate of pay is scale point 5 - 6
- ◆ The successful candidate will have the opportunity to apply to join the Local Government Pension Scheme, which provides a variety of index-linked benefits
- ◆ The Council operates a no-smoking policy
- ◆ New entrants to Local Government are subject to a six-month probationary period
- ◆ It is a condition of employment that any 'leave' required must be agreed with the Headteacher

Holy Family welcomes applications from all sections of the community. It is intended that no person shall receive less favourable treatment on the basis of sex, marital status, colour, race or disability or any other condition or requirement that cannot be shown to be justifiable.

PERSON SPECIFICATION	Essential (E) or Desirable (D)
<p>Skills</p> <ul style="list-style-type: none"> • Ability to work effectively within a team environment, understanding classroom roles and responsibilities • Ability to build effective working relationships with all pupils and colleagues • Ability to promote a positive ethos and role model positive attributes • Good personal numeracy and literacy skills 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area) • General awareness of inclusion, especially within a school setting • Experience of resources preparation to support learning programmes • Effective use of ICT to support learning • Understanding of other basic technology – video, photocopier 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
<p>Qualifications and Training</p> <ul style="list-style-type: none"> • Minimum 2 years experience of working with and/or caring for children within specified age range/subject area or NVQ II or equivalent in teaching assistance • Experience of working with children with speech and language difficulties • Willingness to participate in relevant training and development opportunities • Training in the literacy/numeracy strategy • Training in special educational needs strategies • Willingness to undertake appointed person certificate in first aid administration 	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
<p>Professional Values and Practice</p> <p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice • Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning • Able to improve their own practice through observations, evaluation and discussion with colleagues 	