



# Job Description



## Grade Profile – Teaching Assistant English - Level 3 (Grade 6)

<b>POST TITLE:</b>	Teaching Assistant Level 3 - English
<b>GRADE:</b>	Grade 6: SCP 11 - 19
<b>CAR USER:</b>	NA
<b>LOCATION:</b>	Mount Carmel RC High School
<b>RESPONSIBLE TO:</b>	Curriculum Leader of English
<b>STAFF RESPONSIBLE FOR:</b>	NA
<b>WORKING HOURS</b>	35.58 hours per week Monday to Thursday: 8:15am – 4:30pm Friday 8:15am – 3:00pm 20 minutes unpaid break daily/30 minutes unpaid lunch daily. Term Time only*. <i>*Please see 'Additional hour's information</i>
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
<p>Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils. Would be expected to:</p> <ul style="list-style-type: none"><li>• plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.</li><li>• establish supportive and constructive relationships with pupils, parents, carers and the wider community</li></ul>	
<b>MAIN ACTIVITIES What the Postholder will actually do. What prescribed duties the postholder will have</b>	
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</b></p> <p><b>Support for Pupils</b></p> <ul style="list-style-type: none"><li>• To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).</li><li>• To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.</li><li>• To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).</li><li>• To assist in the devising of pupil's individual targets and their monitoring and review.</li><li>• To support pupils as part of a planned inclusion programme.</li><li>• To develop positive relationships with pupils and staff to assist pupil progress and attainment.</li><li>• To monitor and record pupil progress on a regular basis and to prepare reports as required</li><li>• To assist in the specific medical/care needs of pupils when specific training has been undertaken.</li></ul>	

### **Support for the Teacher**

- To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, pupil work experience.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

### **Support for the School**

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the school's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary, within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake library lessons with KS3 pupils in collaboration with the Library Managers
- To undertake cover supervision for whole classes in the English Department.

### **Support for the Curriculum**

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

### **Ethos**

- To play a full part in the life of the Catholic School community, to support its distinctive mission

### **Communication and Liaison**

To communicate effectively with members of staff, pupils and parents as necessary

Where appropriate to communicate and co-operate with persons or bodies outside the school

To follow agreed policies for communications in school

### **Management of Resources**

To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and pupils

### **Additional Hours**

There is a requirement for the successful applicant to work additional hours over the academic year as directed by the Headteacher and Line Manager, including attendance at INSET days and twilight sessions  
The additional hours may be claimed as either paid hours or time off in lieu (TOIL).

**Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade



# Person Specification

## Teaching Assistant Level 3 – English

### Requirements

(based on the job description)

### Qualifications

- NVQ level 3 or above qualification (or equivalent)
- Level 2 or above qualification in English//literacy and Mathematics/Numeracy (or equivalent)

### Experience

- Experience of working with children
- Experience of working with children in a relevant classroom/service environment
- Experience of administrative work
- Experience of supporting pupils with challenging behaviour

### Knowledge/skills/abilities

- Ability to relate well to children
- Ability to work as part of a team
- Good communication skills
- Ability to supervise and assist pupils
- Time management skills
- Organisation skills
- Knowledge of classroom roles and responsibilities
- Knowledge of the concept of confidentiality
- First aid certificate
- Knowledge of strategies, for example numeracy and literacy
- Ability to make effective use of IT
- Ability to assess children's development
- Ability to plan and deliver work programmes
- Flexible attitude to work

### Other

- Commitment to undertake in-service development
- Commitment to safeguarding and protecting the welfare of children and young people
- Commitment to equality and diversity
- Commitment to health and safety
- Must maintain good attendance at work

**Essential (E) To be identified by:**  
**or (e.g. application form,**  
**Desirable (D) interview, reference etc.)**

E	Application
E	Application
E	Application/Interview
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### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.



## APPLICATION PROCESS

**Posts that involve engaging in regulated activity relevant to children.**

**It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.**

### **Application Process**

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role. The letter of application should be a maximum of 2 sides of A4, Arial Font size 11, with normal margin settings. The letter of application should

- Be accurate and legible
- Be underpinned by an overall philosophy and have an understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise clearly outlining how your experience has prepared you for the post.
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

**Return application forms and supporting documentation to [vacancies@mountcarmelhigh.lancs.sch.uk](mailto:vacancies@mountcarmelhigh.lancs.sch.uk)**

Note: We will always consider your references before confirming a job offer in writing.

Standalone CV's will not be accepted.

Please read the Application Guidance Pack located on the school website for guidance on how to complete an application form.

The Job description, person specification and application form are available from our website: [www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk).

**Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.**

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure. As this post is exempt from the Rehabilitation of Offenders Act, if you are shortlisted for interview you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment. Please see the Recruitment Guidance pack on our website for further information. An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records. All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

### **Re-employment of Ex-Offenders.**

Please see the Recruitment Guidance pack on our website for further information: [www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)



### **Child Protection Policy Statement**

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

**Safeguarding & Child Protection Policy** Please see the Recruitment Guidance pack on our website for further information: [www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)

### **Shortlisted Candidates**

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

Mount Carmel RC High School  
Wordsworth Road  
Accrington  
Lancashire  
BB5 0LU  
01254 233458

[vacancies@mountcarmelhigh.lancs.sch.uk](mailto:vacancies@mountcarmelhigh.lancs.sch.uk)

[www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)