



## JOB DESCRIPTION

All staff are expected to support the Catholic ethos of the school and to work within the spirit of the school's Mission Statement. It is hoped that staff will also be willing to participate in the wider life of the school, joining in social and fund-raising events. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Post:** KS2 Teaching Assistant

**Responsible to:** Head Teacher

**Hours of Work:** Ideally working 8.30am to 3.45pm Mon/Tue/Wed term time plus inset days \*

\* Occasional slight variation to these hours may be required. Part time roles and job shares may be considered.

**Salary:** Dependant on qualifications and experience

### DUTIES

We are looking for enthusiastic, caring and committed people to join our team. This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

### TEACHING AND LEARNING

1. Assist in the education and social development of pupils under the direction and guidance of the head teacher, class teacher and SENDCo
2. Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress
3. Provide support for individual pupils or small groups of pupils inside and outside the classroom to enable them to participate fully in activities
4. Work with other professionals, such as speech therapists and occupational therapists, as necessary
5. Assist class teachers with maintaining pupil records
6. Support pupils with emotional or behavioural problems and help develop their social skills
7. Supervise pupils during morning and lunchtime breaks. Staff are guided by the school's Playtime and Behaviour policies; these should be read in conjunction with other relevant policies as directed by the head teacher

### ADMINISTRATIVE DUTIES

1. Support class teachers in photocopying and other tasks in order to support teaching
2. Undertake other duties from time to time as the head teacher requires

### PROFESSIONAL STANDARDS

1. Attend team and staff meetings as required
2. Be proactive in matters relating to health and safety
3. To contribute to general safeguarding of all pupils
4. To be aware of and comply with the School's Child Protection Policy, Confidentiality Procedures and other School Policies.
5. Observe good timekeeping and professional standards of dress and appearance
6. To attend courses and INSET as necessary for professional development

|                                       | <b>Essential Criteria</b>   | <b>Desirable Criteria</b>                    | <b>Method of Assessment</b> |
|---------------------------------------|---|--|-----------------------------|
| <b>Key Skills &amp; Abilities</b>     | <ul style="list-style-type: none"> <li>• Ability to follow instructions and work on own initiative as necessary.</li> <li>• Good verbal communication and listening skills to communicate effectively with parents, carers and other professionals.</li> <li>• Able to keep accurate records.</li> <li>• Good written and oral communication skills</li> <li>• Able to implement high health and safety standards.</li> <li>• The ability to work flexibly and under own initiative as well as part of a team.</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | Application Interview       |
| <b>Knowledge</b>                      | <ul style="list-style-type: none"> <li>• Understanding of children's development.</li> </ul>  | D  | Application Interview       |
| <b>Education &amp; Qualifications</b> | <ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent including Maths and English</li> </ul>  | E  | Application Form            |
| <b>Personal Attributes</b>            | <ul style="list-style-type: none"> <li>• Pro-active and self motivated approach to work.</li> <li>• Committed to giving children the opportunity to reach their full potential.</li> <li>• Ability to use own initiative.</li> <li>• Calm under pressure.</li> <li>• Flexible, willing and able to learn</li> </ul>   | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | Application Interview       |
| <b>Other</b>                          | Willingness to support the qualified sport teachers during Wednesday afternoon match sessions.  | D  | Interview                   |