

The Roman Catholic Diocese of Hexham and Newcastle
In partnership with
Bishop Wilkinson Catholic Education Trust



Job Description
Teaching Assistant

Contract type: Term time only, 35 hours per week
St Joseph's Catholic Primary School
within Bishop Wilkinson Catholic Education Trust
Grade D SCP 5-6 £18,745-£19,171 pro rata, Term Time only
September 2020

Purpose of Job:

- To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

Reports to: Headteacher

Working Hours: 8.15 am to 3.45 pm, term time only

Principal Responsibilities

- Providing support for pupils, teachers and the whole school as outlined below.

Main Duties

Provide support for pupil's by:

- Attending to personal needs and implementing related personal programmes, including social, health, physical, hygiene and welfare matters
- Supervising and supporting pupils ensuring their safety and access to learning
- Establishing good relationships, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging interaction with others and engaging pupils in activities led by the teacher
- Encouraging pupils to act independently as appropriate
- Supervising and providing support for pupils with special needs
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Supporting and monitoring the challenging and demanding expectations set by the teacher and promote self-esteem and independence

- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Providing support for the teacher by:

- Preparing the classroom as directed for lessons, clearing afterwards and assisting with the display of pupils work
- Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed
- Undertaking pupil record keeping as requested
- Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gathering/reporting information from/to parents/carers as directed
- Providing clerical/admin support e.g. photocopying, collecting money etc.
- Promoting good pupil behaviour, in line with school policy, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Maintaining constructive relationships with parents/carers
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Contributing to the planning of learning activities
- Monitoring pupils' responses to learning activities and accurately record/report achievement/progress as directed.

Providing support to the school by:

- Being committed to the safeguarding and promotion of the welfare of children and young people.
- Being aware of and complying with school policies/procedures relating to child protection, health, safety and security, behaviour, anti-bullying, anti-racism, confidentiality and data protection, reporting all concerns to an appropriate person
- Being aware of and supporting difference, ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall Catholic ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required
- Such other responsibilities allocated which are appropriate to the grade of the post
- To take responsibility for a group under the supervision of the teacher.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and review.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.

- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

St Joseph's Catholic Primary School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School/Trust will endeavour to make any necessary reasonable adjustments to the job and 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 shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Bishop Wilkinson Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.