



# HOLY NAME

CATHOLIC VOLUNTARY ACADEMY

## Teaching Assistant Job Description and Job Specification



Loving Learning Living Laughing, Together in Faith



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## Job Description

<b>Post</b>	Teaching Assistant
<b>Details: grade, hours, duration, location</b>	Teaching Assistant 30 hours including Lunchtime Cover - Salary NJC Grade A1/B1, Scale Points 3-6, £24,796-£25,989 per annum Actual Salary £16,869-£17,681 per annum 30 hours a week term-time only, Fixed Term until August 2026 Based at Holy Name Catholic Voluntary Academy
<b>Responsible to</b>	Headteacher
<b>Purpose of the Post</b>	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
<b>Main duties and responsibilities</b>	<ol style="list-style-type: none"> <li>1. To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>2. To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes</li> <li>3. To establish constructive relationships with pupils and interact with them according to individual needs</li> <li>4. To promote the inclusion and acceptance of all pupils</li> <li>5. To encourage pupils to interact with others and engage in activities led by the teacher</li> <li>6. To set challenging and demanding expectations and promote self-esteem and independence.</li> <li>7. To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.</li> <li>8. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.</li> <li>9. To use strategies, in liaison with the teacher, to support pupils to achieve learning goals</li> <li>10. To assist with the planning of learning activities</li> <li>11. To monitor pupil's responses to learning activities and accurately record achievement/progress as directed.</li> <li>12. Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.</li> <li>13. To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li> <li>14. To establish constructive relationships with parents/carers</li> <li>15. To administer routine tests and invigilate exams and undertake routine marking of pupils' work.</li> <li>16. To provide clerical/admin. Support - photocopying, typing, filing, money, administer coursework.</li> <li>17. To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.</li> <li>18. To undertake programmes linked to local and national learning strategies - literacy, numeracy, early years-recording achievement and progress and feeding back to the teacher.</li> <li>19. To support the use of IT in learning activities and develop pupils' competence and independence in its use.</li> <li>20. To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.</li> </ol>

	<p>21. To 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.</p> <p>22. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</p> <p>23. To contribute to the overall ethos/work/aims of the school.</p> <p>24. To appreciate and support the role of other professionals.</p> <p>25. To attend and participate in relevant meetings as required.</p> <p>26. To participate in training and other learning activities and performance development as required.</p> <p>27. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.</p> <p>28. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.</p> <p>29. To work under the direction of the Headteacher.</p> <p><b><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></b></p>
<p><b><i>VARIATION IN ROLE</i></b></p> <p>Given the dynamic nature of the role and structure of St Mary's Horsforth, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	

## Person Specification:

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy</li> <li>• GCSE English and Maths grade 4 or above (or equivalent level)</li> </ul>	<ul style="list-style-type: none"> <li>• Childcare Qualification at Level 2 (or equivalent)</li> <li>• Appropriate First Aid training</li> <li>• NVQ 3 or equivalent qualification</li> <li>• De-escalation/Team Teach Training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of working with children of primary age, 4-11 years with SEND in an education setting.</li> <li>• Behavioural management skills</li> <li>• Experience of working in partnership with parents and carers</li> <li>• Experience of multi-agency working</li> <li>• Experience of providing a range of interventions</li> </ul>	
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Good understanding of child/young person's development and learning processes.</li> <li>• Knowledge and understanding of pupils with behavioural needs</li> <li>• Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure</li> <li>• Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them</li> <li>• Work effectively as part of a team, relating well to colleagues, pupils and parents</li> <li>• Ability to demonstrate a commitment to equality of opportunity for all pupils</li> <li>• Excellent numeracy/literacy skills</li> <li>• Good ICT skills – the ability to use Microsoft Office competently</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Early Help process in Leeds</li> <li>• Working knowledge of Trauma informed practice</li> </ul>

<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• A commitment to support and promote the Catholic values of the school</li> <li>• Moral purpose (Equality, children and adults treated with respect)</li> <li>• Resilient</li> <li>• Works to deadlines</li> <li>• Enthusiastic and optimistic</li> <li>• Shows sensitivity to the aspirations, needs and self-esteem of others</li> <li>• Commitment to team working</li> <li>• Willingness to address challenging issues with clarity of purpose and diplomacy</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• To be committed to the school's policies and ethos and keep yourself up to date with current best practice and perform your role within the legal, regulatory, ethical and social requirements set out in your area of work. You report any abuse, unfair discrimination or unprofessional practice, whether it affects colleagues, or yourself.</li> <li>• To be committed to Continuing Professional Development and attend meetings/training outside of normal business hours. Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• To 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.</li> </ul>	

# *“Holy Name Catholic Voluntary Academy continues to be a good school.”*

*Ofsted October 2023*

*“Pupils are proud to attend Holy Name Catholic Voluntary Academy.”*

*“It is a welcoming school where everyone is treated with respect and politeness.”*

*“Leaders have high expectations for all pupils, including pupils with special educational needs and/or disabilities (SEND). This is evident from the moment that children start school.”*

*“Pupils’ behaviour is impressive.”*

*“The curriculum in the Reception class provides children with a very strong start to their education.”*

*“Leaders foster pupils’ love of reading.”*

*“Links between home and school are strong.”*



