

# THOMAS BECKET CATHOLIC SCHOOL

## JOB DESCRIPTION

### OVERVIEW

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Job Title</b>               | <b>Higher Lever Teaching Assistant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Salary / Scale</b>          | <b>Grade G point 8 - 13 (£25,992 - £28,163 fte) (dependent on experience)</b><br>Monday to Thursday 8.00am to 4.00pm/ Friday: 8.00am to 3.30pm<br>including 30 minutes unpaid lunch break; 37 paid hours per week                                                                                                                                                                                                                                                                                                                                   |
| <b>Contract type:</b>          | Permanent. Term time plus 5 Training days – total 39 weeks per year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Purpose of the Position</b> | <p>To join an enthusiastic group who help with the learning and social development of pupils who are the subject of an individual education plan under the general direction of the SENDCo and in liaison with the class teacher and other professionals.</p> <p>To work as part of the student support team, using initiative and people skills in assisting or working with other pupils as required.</p> <p>To deliver small group interventions in specific areas of learning needs such as Literacy, emotional wellbeing and social skills</p> |
| <b>Responsible to:</b>         | SENDCo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Accountable to:</b>         | Head Teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Responsible for:</b>        | Pupils in their care whether in the classroom, small groups or in the SEND Department                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## MAIN RESPONSIBILITIES

### 1. Main Duties

To work with the pupils concerned either alongside them in the classroom or in a withdrawal situation, 1:1 or in small groups / whole classes to promote quality learning with our pupils

To promote and maintain good professional relationships with staff, parents and other professionals.

To carry out targeted interventions and to be involved in the planning and preparation of teaching areas and materials.

To carry out as directed the recording of pupils' experience and progress.

To work as a member of a team to promote the best interests of the pupils.

To liaise with parents, professional agencies and teachers to ensure quality support is maintained – including supporting reviews for named students.

To attend a range of meetings, as appropriate, including EHCP reviews.

Build effective relationships with parents and carers, sharing information regarding students' achievement, behaviour and wellbeing.

To contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback in consideration of nurture group principles.

To assist pupils to gain access to the school's curriculum including developing their skills in social interaction.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee of this job.

### 2. Safeguarding and Health & Safety

Ensure adherence to all Trust and school's policies but particularly regarding safeguarding, health and safety and GDPR.

### 3. Professional Development

Keep up to date with all legislative changes linked to safeguarding.

Participate in the school's performance management (appraisal) process.

- Participate in appropriate training provided by either the school or the Trust.

#### 4. Working with Colleagues and Other Relevant Professionals

Work in close collaboration with the school administrative team to support the Head Teacher provide a safe and caring environment for school pupils either before/after school.

Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

#### 5. Personal and Professional Conduct.

Preserve the integrity and confidentiality of all people encountered as part of this role.

Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.

Understand and act within the statutory frameworks setting out the professional duties and responsibilities.

Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures.

#### 6. Any Other Duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

| Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria. |                                                                                                                                                                                                                                                                                                                                                                                                  |              |                                                                                                                                                                                                        |                        |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Attributes                                                                                                                             | Essential                                                                                                                                                                                                                                                                                                                                                                                        | How Measured | Desirable                                                                                                                                                                                              | How Measured           |
| <b>Experience</b>                                                                                                                      | <ul style="list-style-type: none"> <li>Working with students with significant learning needs, including behavioural</li> <li>Working with EAL students</li> </ul>                                                                                                                                                                                                                                |              | <ul style="list-style-type: none"> <li>Experience in the Education sector</li> <li>Working with students with significant learning needs, including behavioural, ASD, Speech &amp; Language</li> </ul> | App Form and interview |
| <b>Skills/ Abilities</b>                                                                                                               | <ul style="list-style-type: none"> <li>Patience and calm approach</li> <li>Excellent mediation skills and conflict resolution skills</li> <li>Ability to support learning and progress of students</li> <li>Excellent communicator</li> <li>Can motivate and inspire individuals, small groups and small classes</li> <li>Ability to monitor and evaluation educational support plans</li> </ul> |              | <ul style="list-style-type: none"> <li>Manage and coordinate completion of educational plans</li> <li>EAL Intervention experience</li> </ul>                                                           | App Form and interview |
| <b>Equality &amp; Safeguarding Issues</b>                                                                                              | Committed to the principles of equality of opportunity and safeguarding of others.                                                                                                                                                                                                                                                                                                               |              | <ul style="list-style-type: none"> <li>Physical restraint qualified</li> </ul>                                                                                                                         | App form and interview |
| <b>Specialist Knowledge</b>                                                                                                            | <ul style="list-style-type: none"> <li>Some knowledge of SEN and behavioural frameworks and best practice</li> </ul>                                                                                                                                                                                                                                                                             |              | <ul style="list-style-type: none"> <li>Extensive knowledge of SEND and behavioural frameworks and best practice</li> </ul>                                                                             | App form and interview |
| <b>Education and Training</b>                                                                                                          | At range of GCSE at A*-C grade including English and Maths <ul style="list-style-type: none"> <li>Evidence of training and / or further study in area of supporting learning in an educational setting</li> </ul>                                                                                                                                                                                |              | <ul style="list-style-type: none"> <li>Degree or Diploma</li> <li>GCSE RE</li> <li>GCSE Science</li> <li>Higher level qualifications in English or Maths</li> </ul>                                    | App. Form              |
| <b>Other Requirements</b>                                                                                                              | Commitment to continuous professional development.<br>Able to work flexibly to meet the needs of the school. (This will include some evening meetings).<br>Good health and attendance record – subject to appraisal after interview process.<br>Ability to hold people accountable.<br>A sense of humour.                                                                                        |              |                                                                                                                                                                                                        |                        |

We will consider any reasonable adjustments under the terms of the Equalities Act, 2010

The Job-holder will ensure that Thomas Becket Catholic School's value and ethos are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities and discrimination
- (ii) Health and Safety
- (iii) Data Protection Act (1984 and 1998)

All staff uphold the core values and Catholic ethos of the school. All appointments are subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Further information about the school can be viewed on the school website [www.thomasbecket.org.uk](http://www.thomasbecket.org.uk) or on the Trust website [www.olicatschools.org](http://www.olicatschools.org).

Thank you for your interest in our Trust.



For more information, please contact Trust HR by email at: [TrustHR@Olicatschools.org](mailto:TrustHR@Olicatschools.org) or by telephone: 01604 497309 or, visit the OLICAT Trust website: [www.olicatschools.org](http://www.olicatschools.org)