



St Joseph's Catholic Primary School

Inspiring everyone to **REACH** through Faith, Hope, Love

At St Joseph's, we strive for academic excellence by encouraging **Resilience, Empathy, Aspiration, Challenge and High Expectations**. We believe every child can be "*the best we can be*." With **Faith, Hope and Love** at the heart of our school family, our children feel safe, secure and supported.

Job Description

Teaching Assistant (TA)

St Joseph's Catholic Primary School is committed to creating a diverse and inclusive workforce. We welcome applications from all qualified individuals regardless of sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, or marital/civil partnership status.

1. Job Details

Job Title: Teaching Assistant

Salary: Grade 3 to 5 dependent on experience

Hours: 25 hours TA plus 5 hours MDS

Contract Type: Part-time - Permanent

Reporting to: Chloe Ponting, SENDCo

Responsible for: Supporting Teaching Assistants and inclusion provision

2. Main Purpose of the Role

The Teaching Assistant will:

- Work with class teachers to raise the learning, progress and attainment of pupils
- Promote pupils' independence, confidence, self-esteem and social inclusion
- Provide high-quality support to individuals and groups so they can access the curriculum and experience success

3. Key Duties and Responsibilities

A. Teaching and Learning

- Use effective strategies to support teaching and learning, including disadvantaged pupils
- Promote and facilitate inclusion in lessons and extracurricular activities
- Support the delivery of a broad, balanced and ambitious curriculum
- Apply consistent behaviour management strategies in line with school policy
- Help maintain a safe, orderly and positive learning environment
- Organise and manage learning spaces and resources
- Observe pupils' learning and behaviour, sharing information with the class teacher

- Use ICT confidently to enhance learning
- Undertake any additional duties reasonably requested by the class teacher

B. Planning and Assessment

- Support assessment by monitoring, recording and reporting pupil progress
- Read and understand lesson plans prior to lessons where available
- Prepare the classroom and resources to support effective teaching

C. Working with Staff, Parents and Professionals

- Communicate effectively with pupils, staff, parents and carers (where appropriate)
- Share knowledge and observations of pupils with colleagues and external professionals
- Contribute to meetings with the class teacher
- Work collaboratively with teachers, specialist staff and external agencies
- Build and maintain positive professional relationships with colleagues

D. Health, Safety and Safeguarding

- Promote the safety and wellbeing of pupils at all times
- Follow statutory safeguarding guidance (e.g. KCSIE, Prevent) and school policies
- Respond appropriately to children who are upset or have accidents
- Maintain confidentiality and uphold the school's code of conduct

E. Professional Development

- Reflect on practice and engage in professional development
- Take opportunities to develop skills, qualifications and experience
- Participate in the school's appraisal process

4. Other Responsibilities

- Work in accordance with all school policies and procedures
- Undertake any other duties appropriate to the role, as directed by the headteacher or line manager

This job description outlines the main duties of the role but is not exhaustive. Duties may be amended following consultation.

Person Specification

1. Qualifications and Training

- GCSE English and Maths at Grade 4/C or above (or equivalent)
- First-aid training, or willingness to undertake training

2. Experience

- Experience working with children or young people (desirable)
- Experience in a school or educational setting (desirable)
- Experience planning or delivering learning activities (desirable)
- Experience working in EYFS and/or KS1 (desirable)
- Experience supporting phonics and early reading (desirable)

3. Skills and Knowledge

- Strong literacy and numeracy skills
- Good organisational and time-management skills
- Ability to build positive relationships with pupils and adults
- Understanding of the needs of all pupils, including those with SEND (desirable)
- Ability to adapt support to meet individual needs (desirable)
- Relevant subject and curriculum knowledge
- Excellent verbal communication and active listening skills
- Ability to remain calm and solution-focused under pressure
- Understanding of safeguarding requirements (desirable)
- Confident use of ICT to support learning (desirable)
- Clear understanding of classroom roles and whole-school expectations (desirable)

4. Personal Qualities

Aligned with our **REACH** values, the successful candidate will demonstrate:

- Genuine enjoyment of working with children
- Sensitivity, empathy and the ability to build trust
- Commitment to achieving the best outcomes for all pupils
- Alignment with the ethos and values of St Joseph's
- Commitment to confidentiality and equality
- Resilience, positivity and enthusiasm
- Ability to inspire, motivate and challenge pupils

Signatures

This job description may be reviewed and amended at any time following consultation.

Headteacher/Line Manager Signature: _____ **Date:** _____

Postholder Signature: _____ **Date:** _____