



# 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:** \_\_\_\_\_