

St Alban's Catholic High School



“Love God, Love Our Neighbour, Love Learning”

TEACHING ASSISTANT JOB DESCRIPTION

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

Salary: NJC Grade 3
Responsible to: SENCo

Purpose of Role

Teaching Assistants play a vital role in supporting teaching and learning across the school by working with students individually, in small groups and within the classroom under the direction of teaching staff.

The role supports inclusion, behaviour, engagement and student wellbeing, helping to ensure that all students – including those with SEND, EAL or additional needs – can access the curriculum and make positive progress.

Teaching Assistants contribute to a calm, supportive and purposeful learning environment and form an integral part of the wider pastoral and inclusion team.

The role requires staff to walk [2-3km] per day around site. Staff must be able to move with and accompany students as they rotate through lessons and classrooms – this role is not based within one classroom or area of the school but is sitewide.

Accountability Statement

Teaching Assistants are accountable for the effective support of student learning and wellbeing, adherence to safeguarding and school policies, and the maintenance of high standards of professionalism and conduct.

Person Specification

Qualifications & Training

Essential

- A good standard of general education, including literacy and numeracy skills at GCSE level 4 or above
- Willingness to undertake training relevant to the role, including safeguarding

Desirable

- Relevant qualification in education, childcare, learning support or a related field

Experience

Desirable

- Experience working with children or young people in an educational or support setting
- Experience supporting students with SEND, EAL or additional needs
- Experience working in a secondary school environment

Skills & Knowledge

Essential

- Ability to support learning in a structured and positive way
- Strong communication and interpersonal skills
- Ability to follow guidance and work collaboratively with teaching staff
- Understanding of safeguarding responsibilities

Desirable

- Knowledge of inclusive classroom strategies and interventions

Personal Attributes

Essential

- Patient, calm and supportive approach
- Professional, approachable and reliable manner
- Ability to build positive relationships with students
- Commitment to equality, diversity and inclusion

Ethos & Commitment

Essential

- Commitment to supporting and promoting the Catholic ethos of the school
- Commitment to safeguarding, equality and promoting the welfare of children and young people

Safeguarding

All staff are expected to share responsibility for safeguarding and promoting the welfare of children and young people.

The postholder must follow the school’s safeguarding policies and procedures and report any concerns in accordance with those procedures.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

This is a public facing role and the post holder must speak fluent English.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Assistant Headteacher to carry out additional duties within the context of the job, skills and grade.

Signed	
Post holder:	Headteacher:
Name in capitals:	Name in capitals: S Corless
Date:	Date: