



St Joseph's Catholic Primary Academy
Learning and Serving together in the light of Gods Love



**Educational Teaching Assistant (ETA)
& Lunch Time Supervisor (LTS)**

POST TITLE Educational Teaching Assistant & Lunch time Supervisor

HOURS **ETA** 25 hours a week Term Time
only Grade 5 SCP 5-6
LTS 5 Hours a week Term Time
only Grade 3 SCP 3

RESPONSIBLE TO: The Head Teacher/Class Teacher

Job Purpose

To work under supervision, direction and guidance of the Teaching/Senior Staff. Assisting the Teacher in the overall delivery of the Curriculum and undertake work/care/support programmes to enable access to learning for all pupils and the Teacher in the management of pupils in the classroom.

Work may be carried out in the classroom or outside the main teaching area.

Key Areas

1. Teaching Support.
2. Pupil Support.
3. Curriculum Activities.
4. General.

Key Duties & Responsibilities

1. **Teaching Support**

- 1.1 To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the direction of the Class Teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- 1.3 Under the guidance of the Teacher, supervise activities and assist with the general management and control of pupils in school.
- 1.4 Under the direction of the Teacher provide one to one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the Teacher's approach.
- 1.5 To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.

- 1.6 To provide basic clerical duties where required e.g. photocopying, filing etc.
- 1.7 Under the guidance of the Teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.8 Under the guidance of the Teacher, work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.
- 1.9 To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.
- 1.10 As directed by the Teacher to promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility of their own behaviour.
- 1.11 To undertake relevant training and development as required from time to time by the Headteacher or LA, and be involved in ongoing development reviews of skills and competencies.

2. Pupil Support

- 2.1 To provide support and guidance under the direction of the Teacher on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies/practices.
- 2.2 To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- 2.4 As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.
- 2.5 As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- 2.6 To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and attendance at meetings as required.
- 2.7 To provide lunchtime cover as required.

3. Curriculum Activities

- 3.1 Under the direction of the Teacher, assist in the structured and agreed learning activities/teaching programmes.
- 3.2 To contribute in the presentation of pupils' work and maintenance of display areas.

- 3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.4 To attend and contribute to duty related meetings as required.

4. General

- 4.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- 4.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.
- 4.3 The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by class teacher or leadership team. This job description is not exhaustive and may change as the post or the needs of the school develop. Such changes will be subject to consultation between the post holder and their manager.

Personal Specification: Education Teaching Assistant

EDUCATIONAL SUPPORT ASSISTANT - PERSON SPECIFICATION	
RELEVANT EXPERIENCE	RANK
• Experience of working with children/young people in a school environment.	ESSENTIAL
• Experience of assisting Class Teacher in delivering the curriculum	ESSENTIAL
• Ability to use ICT skills as appropriate for the job	ESSENTIAL
• Willingness to undertake training as required, such as first aid training, ADHD, Autism, Epilepsy, use of Epi-pen, allergies, fire safety training, curriculum based training	ESSENTIAL
EDUCATION AND TRAINING ATTAINMENTS	RANK
• Numeracy and Literacy skills to a level to assist pupils with their work.	ESSENTIAL
• Level 2 Adult Numeracy and Level 2 Adult Literacy.	DESIRABLE
• NVQ 2 for Teaching Assistants or equivalent qualifications (eg. Level 3 in Children's Care, Learning and Development) or experience.	DESIRABLE
• Training in the relevant learning strategies e.g. Literacy, Phonics,	DESIRABLE
GENERAL AND SPECIAL KNOWLEDGE	RANK

• Some understanding of National Curriculum and other basic learning programmes/strategies applicable to the Key Stages within out school • Understanding of Child Development and Learning. • Understanding and commitment to the School's/Blessed peter Snow Multi-Academy Trust/Local Authority's Equality and Diversity Policy and how this relates to the duties of the job. • Some knowledge of the National Curriculum applicable to our school.	DESIRABLE DESIRABLE ESSENTIAL DESIRABLE
SKILLS AND ABILITIES	RANK
• Effective use of ICT to support learning. • Ability to assist the Teacher in planning class activities. • Ability to communicate effectively with pupils and staff members. • Ability to relate to children/young people from diverse/social backgrounds. • Ability to work as a team member. • Ability to work with children exhibiting behavioural difficulties.	ESSENTIAL DESIRABLE ESSENTIAL DESIRABLE ESSENTIAL DESIRABLE
ADDITIONAL FACTORS	RANK

• Understanding of relevant policies/codes of practice and awareness of relevant legislation.	DESIRABLE
• Commitment to ongoing personal training and development including paediatric first aid training.	ESSENTIAL
• Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	ESSENTIAL