



**BISHOP HOGARTH**  
Catholic Education Trust

# *We are* **HIRING!**

## **APPLICANT INFORMATION PACK**



## **TEACHING ASSISTANT (LEVEL 1)**

*Christ at the Centre, Children at the Heart*



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**



# JOB DESCRIPTION

**Post Title:** Teaching Assistant – Level 1

**Reporting to:** Headteacher and Senior Leaders

**Job Purpose:** To work with teachers and senior staff to support teaching and learning by assisting the teacher in the delivery of the curriculum. To provide general support in the management of pupils and the classroom.

**Please note that successful applicants will be required to comply with all Trust policies.**

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.





# JOB DESCRIPTION

In co-operation with the teacher and under the agreed educational plan, the post holder will carry out the following duties:

## Support to pupils:

1. Carry out pre-determined educational activities and programmes of learning whilst promoting independent learning.
2. Work to establish a supportive relationship with the children and parents ensuring you are acting as a role model and being aware of and responding appropriately to individual needs.
3. Carry out tasks associated with pupils' personal hygiene, including personal intimate care and welfare, including physical and medical needs, whilst encouraging independence.
4. Promote acceptance and inclusion of all pupils.
5. Promote and reinforce the child's self-esteem and encourage them to act independently as appropriate.
6. Support pupils in respect of learning strategies as directed by the teacher.
7. Prepare and maintain equipment and resources as directed by the teacher and assist pupils

## Support to teachers:

8. Tidy and prepare classrooms and work areas for lessons and activities as directed by the teacher or senior staff.
9. Display pupil work as directed by the teacher or senior staff.
10. Monitor the needs and behaviours of individual children and report these to their designated supervisor as appropriate.
11. Contribute to the records of the children's development as required by school.
12. Provide general administrative support to the teacher or senior staff with regard to lesson planning and resources for lessons and activities.
13. Undertake pupil record keeping as requested.
14. Be aware of pupil problems, progress and achievements and report to the teacher as agreed.

# JOB DESCRIPTION

## Support to school:

15. Have an understanding of both school and Trust policies and procedures.
16. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and report all concerns to an appropriate person.
17. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
18. Contribute to the schools aims and the Trust's virtues, vision and values.
19. Attend relevant meetings as required.
20. Participate in training and other learning activities including performance development as required.
21. Assist in escorting and supervising pupils on educational visits and out of school activities as required.
22. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
23. Any other duties of a similar nature related to the post which may be required from time to time.
24. To carry out your duties with full regard to the Trust Equality Policy.
25. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
26. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.

# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EDUCATION	E1	GSCE Maths and English or equivalent	AF,C
EXPERIENCE & KNOWLEDGE	E2	Experience of working with children of relevant age	AF,R,I
	E3	Understanding of classroom roles and responsibilities and Teaching Assistant's role	AF,R,I
	E4	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	AF,R,I
	E5	Ability to work in a team and independently	AF,R,I
	E6	Ability to communicate with wide range of audiences, i.e. parents, teachers, pupils, other professionals	AF,R,I
SKILLS	E7	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	AF,R,I
	E8	Ability to work in a team and independently	I,R
	E9	Ability to communicate with wide range of audiences, i.e. parents, teachers, pupils, other professionals	I,R
PERSONAL ATTRIBUTES	E10	Ability to promote fairness and a positive role model to pupils	I,R
SPECIAL REQUIREMENTS	E11	To comply with the school's policies	I
	E12	Motivation to work with children	AF,R,I
	E13	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I
	E14	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,R,I
	E15	Suitability to work with children	D
	E16	An ability to fulfil all spoken aspects of the role with confidence	AF, I

# PERSON SPECIFICATION

## DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EDUCATION	D1	Child Care Qualification – · CACHE Level 1 Foundation Award for Caring for Children · NVQ Level 2 for Teaching Assistants or equivalent	AF,C
EXPERIENCE & KNOWLEDGE	D2	Experience of basic administrative tasks and processed	AF,I
	D3	Experienced / Trained First Aider	AF,C
SKILLS	D4	Ability to use computers and educational software packages	I,R

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check



BISHOP HOGARTH

*We are*  
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*Thank you for your interest in our vacancy*



[www.bhcet.org.uk](http://www.bhcet.org.uk)



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