

## Job Description

### Teaching Assistant

<b>Hours:-</b>	21.25 hours per week (39 weeks per year)
<b>Band:</b>	Band 2
<b>Liaison with:</b>	Support Staff, Teachers, School Leadership Team, Headteacher, Parents, Governors, Other Trust Employees

### Main Purpose of Job

- The Post holder will carry out a range of duties designed to enhance existing provisions, support learning, increase participation and encourage social inclusion.

### Specific Responsibilities

- Under the guidance of the Line Manager and/or the Classroom Teacher develop appropriate strategies, options and alternatives to overcoming barriers to learning.
- Monitor and record the effectiveness of the support provided.
- Develop appropriate relationships with students to engage them in learning and support their progress.
- Liaise with families and carers to share information about the students' needs and progress as and when appropriate. To support and encourage the needs of vulnerable students, including those with special educational needs and/or disabilities. Develop and organise relevant activities to create a stimulating, safe and secure environment to engage students in order to support learning.
- Liaise with all relevant staff and external professionals to ensure understanding, support and commitment to the approaches and strategies being utilised. Support students in being able to comply with the Behaviour for Learning Policy at all times.
- Arrange and run activities designed to support vulnerable students before and after school and during lunch breaks.
- Support learning and development needs both during lessons and lunch/break times.
- Assist teaching staff with the planning of learning activities.
- To work collaboratively with the Inclusion Team to ensure that students are assisted in making and exceeding expected levels of progress.

### Skills and Abilities

- The ability to communicate, influence, persuade, motivate and engage with a wide range of children/young people, their families and carers in order to achieve maximum engagement by all to support the student in achieving their full potential.
- Good general interpersonal and communication skills.
- A strong knowledge and understanding of child protection, health, safety and security, confidentiality and data protection, copyright etc.
- The ability to use ICT for administration and student learning.
- A commitment to learn new skills and expand on current skill set and demonstrate a willingness to pass on knowledge and techniques to others.
- The ability to deal with conflicting demands and work flexibly.

## General

- Be a positive influence on the climate and culture of the Academy and always show a positive example.
- Support the Catholic ethos of the Academy.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, GDPR, copyright etc. reporting all concerns to their line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To work in collaboration with other Our Lady of Lourdes Academies, sharing good practice and supporting during time of absence and/or heavy workload.

*The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

### Teaching Assistant (TA)

Qualifications & Training	Ess	Des	Evidence
Advanced education to A level standard or similar qualifications	Y		App / Ref / Int
Strong numeracy and literacy skills	Y		App / Ref / Int
Relevant experience/qualification in supporting students/learning	Y		App / Ref / Int
Arbor database - Basic/intermediate computer skills		Y	App / Ref / Int

Experience	Ess	Des	Evidence
Experience of managing the behaviour of young people in the 4-11 age range	Y		App / Ref / Int
Experience of managing the behaviour of young people in an educational establishment		Y	App / Ref / Int
Experience of using computerised software packages, e.g. Arbor		Y	App / Ref / Int
Experience of dealing with young people with special needs		Y	App / Ref / Int
Experience of dealing with parents/carers		Y	App / Ref / Int

Skills	Ess	Des	Evidence
Good organisational skills	Y		App / Ref / Int
Attention to detail	Y		App / Ref / Int
Team work	Y		App / Ref / Int
Good communication skills – written, verbal, presentation etc.	Y		App / Ref / Int

Knowledge	Ess	Des	Evidence
Understanding of a range of behaviour management strategies	Y		App / Ref / Int
Knowledge of range of national curriculum subject areas	Y		App / Ref / Int

<b>Aptitude &amp; Personal Qualities</b>	<b>Ess</b>	<b>Des</b>	<b>Evidence</b>
Supportive and caring attitude	Y		App / Ref / Int
'Can do' approach	Y		App / Ref / Int
Excellent communication skills	Y		App / Ref / Int

<b>Safeguarding</b>	<b>Ess</b>	<b>Des</b>	<b>Evi</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y		Int
Enhanced DBS & Online Check (satisfactory)	Y		Int