



Headteacher: Mr K Doyle  
 Chair of Governors: Mr J Collins

## St. Peter's Catholic Primary School

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**Following in Jesus' footsteps, we live, love and learn together as a school family to build a better world.**

### Job details

Post title: Teaching Assistant

**Grade:** TA: grade 3, points 4-6 £25,185 - £25,989

OPAL (lunch cover): grade 2 £24,796

Correct for present rates

**Hours:** 8:30am to 3:15pm, 25.83 hours per week, 5 hours OPAL cover, 20 minutes for lunch

Contract: Fixed Term (until December 2026 in the first instance)

Start date: asap

### Main purpose

To provide learning and well-being support so selected pupils can overcome barriers to learning. This will involve working with teachers to plan and deliver learning activities and supporting the pupils with their personal development and wellbeing.

### Duties and responsibilities

#### Supporting the pupil

Build a positive relationship with all pupils, promoting high self-esteem, independence and social inclusion

Support pupils' self-scaffolding skills and development as independent learners

Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate

Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention



### Teaching and learning

- In co-operation with the class teacher and other relevant professionals, assume responsibility for delivering small group and 1:1 interventions in which they are trained, including monitoring student progress, and contributing information to support further planning
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to help target pupils meet their next step goals
- Deliver planned activities, inside or outside the classroom, across multiple classes, to help target pupils overcome any barriers to learning
- Contribute to the planning of differentiated learning activities for target pupils
- Promote, support and facilitate inclusion by ensuring the participation of pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Provide regular feedback to teachers on target pupils' progress, attainment and barriers to learning
- Monitor, record and report on progress and attainment
- Read and understand plans shared prior to learning episodes
- Advocate for the target children to ensure their learning and other needs are met

### Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of all pupils with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members, pupils, and parents and carers
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### Professional development

Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school's appraisal procedures

#### Other areas of responsibility

#### Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Promote the safeguarding of all pupils in the school

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role across our school, as directed by the headteacher or line manager.

#### Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience working with children / young people with special educational needs (SEN)</li> <li>• Experience planning and delivering learning activities</li> <li>• Experience working in an EYFS or Early Years setting</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>◦ Good literacy and numeracy skills</li> <li>◦ Good organisational skills</li> <li>◦ Ability to build effective working relationships with pupils and adults</li> <li>◦ Skills and expertise in understanding the needs of all pupils</li> <li>◦ Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>◦ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>◦ Excellent verbal communication skills</li> <li>◦ Ability to work as part of a team and to be flexible in their approach to daily routines</li> <li>◦ Active listening skills</li> </ul>

	<ul style="list-style-type: none"> <li>o The ability to remain calm in stressful situations</li> <li>o Knowledge of guidance and requirements around safeguarding children</li> <li>o Good ICT skills, particularly in using ICT to support learning</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>o Enjoyment of working with children</li> <li>o Sensitivity and understanding, to help build good relationships with pupils</li> <li>o Willingness to act proactively to develop opportunities for all children</li> <li>o A commitment to getting the best outcomes for all pupils and promoting the Catholic ethos and values of the school</li> <li>o Commitment to maintaining confidentiality at all times</li> <li>o Commitment to safeguarding pupil wellbeing and equality</li> <li>o Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>o Capacity to inspire, motivate and challenge children and young people</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** June 2025