

# Teaching Assistant

## *Job Description*

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At The Dunstan Catholic Educational Trust, we're a family of schools where children and colleagues are supported in a nurturing environment to flourish, become lifelong learners, fulfil their potential and to make a lasting difference. **Together we love, we learn, we live.**

### **Purpose of the job**

Under the direction of the Headteacher, Teacher, or Special Educational Needs Co-ordinator, to support the inclusion of all children and provide a stable, caring, and supportive learning environment; enabling pupils to achieve their full learning potential and facilitating their personal, academic, social, and moral development.

### **Key areas of responsibility:**

#### **Supporting Pupils**

- Provide support for pupils with special needs ensuring their safety and ability to access learning.
- Assist with the implementation of IEPs, behaviour plans, personal and medical care plans, and programmes.
- Act as a role model for pupils, establishing productive working relationships.
- Promote the inclusion and acceptance of all pupils.
- Support pupils consistently during structured and unstructured activities while recognising and responding to their individual needs.
- Encourage pupils to become increasingly independent.
- Provide feedback to pupils in relation to their progress and achievement.
- Help to develop pupils' self-esteem using strategies agreed by the school, such as rewards and praise.
- Provide support for multilingual/bilingual pupils by helping them access the curriculum and develop English language skills.

#### **Supporting Teaching**

- Work with the teacher to establish and maintain an appropriate learning environment.
- Assist with displays of children's work.



- Use strategies, in liaison with the teacher, to help pupils achieve learning goals.
- Provide objective feedback on pupil achievement and progress.
- Record pupil progress as agreed with the teacher.
- Work with individuals and groups on learning tasks.
- Mark pupils' work as agreed with the teacher.
- Promote positive values, attitudes, and good pupil behaviour in line with school policy.
- Prepare resources and materials and assist in setting out learning materials appropriate to planned activities.
- Provide general administrative support, e.g., photocopying worksheets.

### **Supporting the School**

- Be aware of and comply with school policies and procedures.
- Promote and implement school policies on pupil behaviour.
- Contribute to the overall ethos of the school.
- Support the aims of inclusion, ensuring that all pupils have equal access to opportunities to learn and develop.
- Attend relevant meetings as required.
- Participate in training and professional development as required.
- Accompany teaching staff and pupils on out-of-school activities as required.

### **Safeguarding**

Safeguarding is something we all share, and together we help keep every child safe. It's important to follow the school's procedures for recording and reporting any concerns, and to support colleagues in doing the same. You'll take part in our annual safeguarding updates, as well as full basic-awareness training every two years, so we can all stay confident and informed. Please ensure you've read, understood, and follow the school's safeguarding policies, including our whistleblowing guidance, so we can maintain a safe and trusting environment for everyone.

### **Other:**

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.



- Stay committed to learning and improvement, taking part in training, annual performance management and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.

## Person Specification

**Criteria**

**Essential**

**Desirable**



<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• A good general education (at least 5 GCSEs or equivalent including English and Maths at C or above.)</li> <li>• NVQ Level 3 or at least equivalent qualification in working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date Safeguarding training.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Good understanding of the EYFS curriculum including assessment processes.</li> <li>• Understanding of the SEN Code of Practice and provision.</li> <li>• Able to provide stimulating and engaging experiences for children.</li> <li>• Effective record keeping</li> <li>• Ability to demonstrate an understanding of how children learn.</li> <li>• Ability to use ICT effectively to enhance teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• An enthusiasm for out of classroom learning.</li> <li>• Knowledge and understanding of how to promote cultural diversity.</li> <li>• Good knowledge and understanding of the teaching of synthetic phonics.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrates strong communication and interpersonal skills, forming positive relationships and working collaboratively within a team.</li> <li>• Highly motivated, reflective, and able to manage time effectively, prioritising tasks and performing well under pressure.</li> <li>• Creative, adaptable, resilient, and reliable, with a positive 'can-do' attitude and sense of humour.</li> <li>• Shows commitment to the school's Catholic ethos and contributes actively to wider school life.</li> </ul>	<ul style="list-style-type: none"> <li>• Personal faith.</li> </ul>
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Satisfactory Safer Recruitment Checks</li> <li>• Must show understanding of equal opportunities, principles and practices</li> </ul>	

