



**Our Lady and All Saints**  
Catholic Multi Academy Company  
Strong in Faith



## **Job Description**

### **Teaching Assistant / Child Specific Support Assistant**

<b>Job Title:</b>	Teaching Assistant - Child Specific Post
<b>Salary Range:</b>	Band B £18,670 - £19,263 pro-rata
<b>Hours of Work:</b>	32.5 hours 39 weeks per year, term-time only plus INSET days
<b>Responsible to:</b>	Headteacher / Inclusion Manager

#### **Introduction:**

This job description and person specification relates to the role of Child Specific Teaching Assistant at St Andrew's Catholic Primary School who are now part of the emerging Our Lady and All Saints Catholic Multi Academy Company.

#### **Core Purpose:**

1. To promote the image of the Catholic School, within the community, as an institution with the highest expectations following gospel values.
2. Raise the standards of achievement and promote the well-being of pupils at St. Andrew's school
3. To work in partnership with the child, the parents and the school.

#### **Key roles**

1. Provide a high standard of support in order to raise the quality of learning and pupil achievement across all subject areas
2. Undertake personal professional development and contribute to whole-school improvement and School Self Evaluation

#### **Main Areas of Responsibility:**

##### **Supporting the pupil**

- To develop an understanding of the type of support needed by the pupil
- To attend to the personal, physical and medical needs of the pupil, so that their well-being is maintained including any aspects of hygiene
- To work with small groups of children in order to allow other members of staff to observe the child
- To work with the child in a 1:1 or small group situation
- To accompany the pupil on educational trips/visits as directed by the teachers in school
- To implement programmes designed by other professionals as appropriate

##### **Supporting the teacher**

- To monitor the individual pupil's progress, achievements and developments and report these to the teacher, to inform decisions taken regarding the EHCP / IEPs for the pupil
- To assist in the day-to-day management of the learning environment in order to meet the needs of the pupil
- To provide input into the planning, preparation and delivery of activities in order to meet the needs of the pupil, under the direction of their class teacher
- To provide regular information to contribute to the teacher's records and reports

##### **Supporting the curriculum**

- To be aware of the relevant documents used in school to plan the curriculum
- To identify and use resources to support the child's access to learning

**Supporting the school**

- To adhere to and maintain school policies, routines and codes of conduct and to support the Catholic ethos of the school
- To support the development of positive relationships between home and school
- To attend and contribute to review meetings
- To attend and contribute to other meetings as appropriate
- To be aware of the school's Equal Opportunities Policy
- To be aware of and practise according to the school's Safeguarding Policy
- To be aware of and work safely within the LA's Health & Safety regulations
- To provide an effective link and liaison with all other agencies as appropriate

**Other professional requirements**

- To be able to respond appropriately to unexpected problems and situations
- To be able to exercise well-developed interpersonal skills
- To be aware of the need to make effective use of professional development opportunities
- To maintain confidentiality

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

*St Andrew's Catholic Primary 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 school 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 - Child Specific Post

	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>		
Basic Literacy, Numeracy and ICT skills	*	
NVQ Level 3 equivalent	*	
Practising Catholic or someone who is committed to the Catholic ethos of the School	*	
Recent and relevant training	*	
Further CPD/training opportunities		*
<b>SKILLS &amp; ABILITIES</b>		
Ability to work as a committed member of the school team	*	
High level of interpersonal and communication skills	*	
Ability to support the planning and assessment of the curriculum for Primary pupils	*	
Capacity to take initiative and move things forward	*	
Ability to form good relationships with all members of the school including parents	*	
Ability to work in partnership with class teacher and other colleagues and to work in a professional capacity and contribute to professional dialogues	*	
Ability to contribute to ILPs		*
Good levels of ICT		*
<b>EXPERIENCE</b>		
Commitment to whole school ethos	*	
Successful recent experience of working with Primary pupils		*
Commitment to or recent successful experience of working closely with parents		*
Evidence of successful achievement in a school setting		*
Experience of supporting or working with a child with Special Needs		*
<b>KNOWLEDGE</b>		
Knowledge of current and proposed Primary curriculum	*	
Knowledge of SEN Code of Practice and how it relates to the classroom	*	
Knowledge of National agenda and documentation		*
Knowledge of local initiatives		*

OTHER REQUIREMENTS		
An ability to demonstrate on a consistent basis the school's aims values and professional principles	*	
A positive and optimistic outlook	*	
Willingness to support wider Catholic ethos of the school	*	
Commitment to Equal Opportunities	*	
Flexibility, determination and the highest expectations of work and behaviour	*	
Demonstrates initiative	*	
Contributes to the wider school community and extra-curricular	*	
Passionate about education	*	
High expectations for pupils, self and staff	*	
A willingness to attend staff meetings where appropriate	*	
A commitment to confidentiality	*	
A commitment to safeguarding	*	
Excellent attendance and punctuality record	*	
Determination to make a difference	*	