

## JOB DESCRIPTION

**TITLE:** Teaching Assistant (2)  
**SCHOOL:** St. Joseph's Catholic Primary School  
**RESPONSIBLE TO:** Head teacher, SENCo  
**GRADE:** L3



*In the Light of Jesus  
we Learn to Shine*

**PURPOSE OF POST:** Responsible to the Head Teacher, Year leader (SLT) and/or SENCo as appropriate to support the class teacher in all aspects of teaching and enhance learning opportunities for pupils, bringing to bear knowledge and practical experience gained through working with pupils (e.g. behavioural difficulties/ or English as an additional language).

To develop and maintain professional relationships with pupils, colleagues, families and other approved external agencies where appropriate.

To implement the Mission Statement and contribute to the ethos and development of the school through personal example, having due regard for its status as a Catholic school. To maintain and develop the Catholic character of the School, supporting the ethos, aims and vision.

**ORGANISATION CHART:** Head teacher, Deputy Head teacher, Assistant Head, Year Leader, SENCo, Teaching Assistant

**CONTRACT:** The post is subject to: CES/LA contract and regulations, Conditions of Service (green book).

### PRINCIPAL RESPONSIBILITIES:

1. Under the direction of the Year Leader (SLT), SENCo/class teacher, following agreed lesson plans, support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback according to school practice and liaising over problems. Contribute to the intellectual and social development of pupils and work with individual children to support the achievement of literacy and numeracy targets and in other specific areas, as directed by the Individual Education Plan (IEP) where appropriate. Prepare, maintain and deploy appropriate learning aids, materials and equipment.
2. Contribute significantly to the planning of teaching and learning for the whole class and/or individual pupils. Contribute to the planning of lessons and work programmes, the devising of activities and target setting as appropriate (i.e. learning intervention programmes).
3. Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets (and Individual/Group Educational Plans where relevant) keeping detailed records of individual's progress according to school practice. Invigilate tests as directed. To photocopy materials teaching staff require for teaching and the assessment of pupils. To file materials teaching staff require for teaching and the assessment of pupils.
4. Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures. To implement confidentiality with regard to policy decisions taken by the Governing Body.
5. Under the direction of the SLT, Class Teacher, SENCO/Headteacher develop and maintain supportive relationships with parents, carers and others of the pupil's community. Work collaboratively with other agencies and professionals, as necessary, including educational

psychologists, health professionals, and education welfare officers, to meet the personal and educational needs of individual pupils. **To respect the confidentiality of all information relating to pupils and their families.**

6. Contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies and Every Child Matters outcomes. Accompany children to home or hospital, as appropriate to school policy.
7. As required, contribute to specific aspects of teaching, learning and personal development. Assist in classroom preparations and presentations, organising resources such as for Art and DT, teaching and learning displays, changing reading books, collecting and returning computers and visual aids, helping to maintain the order and cleanliness of the classroom and cloakroom environment. Attend for example swimming sessions, accompany teachers on educational school visits, assisting in the supervision of pupils. Assist in the supervision of pupils during break time duty as directed by the SLT/Head teacher.
8. To support pupils during computer-based activities (individually or in pairs) to aid specific learning activities i.e. RM Maths, spelling/phonics work, SAM Learning.
9. To contribute significantly to the planning and teaching as appropriate of the ALS, FLS, Springboard and other intervention programmes when required for groups of children, in line with appropriate training and under the direction of the Year Leader (SLT), SENCo/class teacher .
10. Attend regular meetings for TAs. Provide feedback to teaching and other staff on pupils' behaviour and progress.

#### **Review, Further Training and Development:**

- 1 Reviewing from time to time your methods of support and programmes of work.
- 2 Participating in arrangements for your further training and professional development as a member of the support team.

#### **Discipline, Health and Safety:**

Maintaining good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

#### **Supervisory Responsibility:**

- 1 **Pupils:** To have a supervisory responsibility for the pupils entrusted to your care and a general responsibility for all pupils in the school; undertaking such general supervision as may be necessary and such supervision as may be reasonably directed.
- 2 **Supervision Received:** General supervision will be received from the Head Teacher, other members of the School Leadership Team, class teachers and your reviewer.

**MUTUAL REVIEW:** Aspects of the post may be subject to review as part of the performance management process or at the end of the academic year, taking into account the changing needs of the school and the member of staff's own professional development. Any fundamental changes following such a review will be subject to due consultation.

#### **DIMENSIONS:**

**Supervisory Management:** None

**Financial Resources:** None

**Physical Resources:** Classroom materials, equipment and resources

**Other:**

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. A Teaching Assistant at this level could be deployed to support pupils for whom English is an additional language, to support named children with special educational needs (behavioural or medical), or generally, according to school priorities and policies.

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

Disclosures are handled in accordance with the CRB Code of Practice, which can be accessed from the Children and Learning Department, HR Division or at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

**Physical Effort:** The job may involve the lifting of children and equipment. The job is likely to involve some lifting of equipment and resources required to support teaching and learning. Training will be provided consistent with developing skills relevant to duties and responsibilities.

**Working Environment:** May be required to help clear up after a pupil has been ill or had a spillage/toileting accident.

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job. Essential (E) :- without which candidate would be rejected, Desirable (D):- useful for choosing between two good candidates.

<b>Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	Some experience in the care and/or education of children. Some experience of planning, monitoring and assessment of pupils' work. Some experience of working in an educational setting.	1,2 1,2 1,2	Some experience of working with people with a range of special needs.	1,2
<b>Skills/Abilities</b>	Able to contribute constructively to and work effectively as a member of a team. Able to work on own initiative with parents/carers and the child's community within an agreed framework and set of objectives. Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc.. Able to contribute to the support of children in all areas of personal and educational development. Able to keep accurate records. Able to support learning in numeracy at relevant Key Stage. Able to support learning in literacy at relevant Key Stage. Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1,2 1,2 1,2 1,2 1,2 1,2 1,2	Basic information technology skills, e.g. word-processing, databases, spreadsheets.	1,2
<b>Equality Issues</b>	Able to recognise common forms of discrimination and to report this if detected. Some understanding of the issues in an urban multi-cultural context.	1,2 1,2		
<b>Specialist Knowledge</b>			Some knowledge of how pupils learn. Some knowledge of curriculum requirements.	1,2 1,2
<b>Education and Training</b>	Able to commit to relevant job training. National Occupational Standard Level 2, or equivalent, or working towards this. Willing to undertake First Aid training and to apply this in the school.	1,2 1,2,4 1,2		
<b>Other Requirements</b>	To be able to contribute constructively to the work of a small professional team whilst remaining calm in difficult circumstances.			

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to; Equal Opportunities, Health and Safety, Data Protection Act (1984 & 1998).