Our Lady of Pity RC Primary School

Job Description

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| **Job Title:** | Teaching Assistant Level 2 |
| **Location** | HFCMAT – Our Lady of Pity Primary School |
| **Responsible To:** | Special Educational Needs Co-ordinator |
| **Salary Grade:**  **Contract:** | Band D 6-7 £19,698 - £20,092, (pro rata £  Fixed Term Contract, initially until 31/8/2022 – 16.5 hours per week (Monday-Friday 12pm-3.30pm, there may be further opportunities for extra hours), 39 weeks per year |

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| **Key Purpose of Job**  To work under the instruction/guidance of the Special Educational Needs Co-ordinator to undertake support programmes, and to assist the teacher in the management of pupils and the classroom environment. |

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| **Key Responsibilities of the Post**  **Specific Duties and Responsibilities**  **1. Support for Pupils**   * To promote pupils' development in a safe, secure environment. * To have regard for the safety and wellbeing of the pupil at all times. * To meet the physical/medical needs of the pupil according to a pupil’s individual health care plan whilst encouraging independence wherever possible. * To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible. * To focus on individual pupils to ensure their needs are being met within the group. * To encourage inclusion within the classroom. * To encourage pupils to interact with others and engage in activities led by the teacher. * To assist in the supervision of pupils on outings and visits.   **2. Support for Teachers**   * To liaise with teachers regarding the daily/weekly programme of activities and events. * To work with other staff delivering Education and Health Care Plans. * To be aware of pupil problems/progress/achievements and report to the teacher as agreed. * To support pupil record keeping as requested. * To work within the established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.   **3. Support for the School**   * To work alongside other professionals in assessing children’s progress/needs. * To attend appropriate staff meetings as required. * To work as a member of the staff team in all relevant activities to develop the School. * To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school. * To be aware of all Health & Safety issues. * To treat all information relating to a pupil as strictly confidential, and refer all enquiries to the SENDCO. * To be a proactive member of the school and class team. * To attend relevant professional development to update knowledge.   **4. Support for the Curriculum**   * To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies. * To support pupils in using basic ICT as directed, developing pupils’ competence and independence in its use.   **GENERAL**  The Teaching Assistant may be called upon to perform other duties that the Head of School considers reasonable, that are commensurate with the grading and designation of the post. |
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| **Supervision / Line Management Responsibilities of the post**   * None |

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| **Working Environment & Conditions of the post**  Normal office environment |

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| **Other Duties**   1. To support and promote the catholic ethos  To undertake additional duties as required, commensurate with the level of the jobTo contribute to the effective working of the HFCMAT  1. Maintain positive, professional relationships with students, parents/carers and teachers  To participate in induction training, staff review processes and professional development opportunitiesAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice  1. The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles 2. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled 3. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures 4. The post-holder must comply with the Trust/School’s Health and Safety requirements specifically for the school they are based 5. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed   As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post. |

Our Lady Of Pity RC Primary School

Person Specification

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| **Area** | **Job requirements** | **Essential/Desirable** | **Evidence** |
| A. Qualifications and Professional Development | GCSE English and Maths (grade C or above) or equivalent  Willingness to identify and take part in relevant self- development opportunities | E  D | A, I, R  A, I, R |
| B. Experience | Successful experience of working with young people, perhaps as a parent or voluntary worker  Successful experience of being a paid worker in roles working with young people | E  D | A, R  A, R |
| C. Knowledge/ Skills | Help professional staff to achieve their objectives  Assist students on an individual basis, in small group and whole class work  Supervise students, and adhere to defined behaviour management policies  Work with guidance, but under limited supervision  Liaise and communicate effectively with others  Demonstrate good organisational skills  Commitment to the safeguarding of students  Knowledge and understanding of the needs of young people and the ways in which they learn  Awareness of behaviour management strategies  A knowledge and understanding of equal opportunities | D  D  E  E  E  E  E  D  E  D | A, R  A, I, R  A, I, R  A, I, R  A, R  A, I, R  A, I, R  A, I, R  A, I, R  I, R |
| D. Other Conditions | Satisfactory pre-employment checks including DBS | E | R |

**Key to Evidence:**

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference