Job Title: Teaching Assistant

Department: School - Primary

Salary Scale: G3 L2 £15,046 - £16,319pa

Hours of work: 37.5 hours per week 8.30am – 4.30pm

Job Purpose:
To assist the Lead Teacher in the development and implementation of a Primary Department. To provide pupils with access to alternative curriculum support, through assisting the Teachers in small groups or individually. To assist the teaching staff in KS2/3 & 4 in a range of subjects.

Duties and responsibilities:
All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

1. Ensure the safety of pupils at all times
2. To work with and support teachers during timetabled sessions.
3. To support pupils with learning difficulties on a one-to-one basis and in small groups.
4. To work with small groups of pupils, using schemes of work prepared by teaching staff and under the guidance of professional class teachers.
5. To provide information on the progress of pupils for the advice of colleagues.
6. To help with supervision of pupils at break and lunchtimes.
7. To prepare for and attend meetings with parents, professionals and others where the Line Manager regards this as appropriate.
8. To participate in educational, vocational and enrichment activities with pupils within the school day.
9. To contribute to the progress of pupils by giving positive encouragement.
10. To assist with the preparation or modification of work and requirement under the direction of the class teacher, and providing support to the teacher in carrying out this work.
11. To provide ideas, differentiated materials, and learning strategies for lessons.
12. To assist the teacher in planning of work to meet the needs of the Curriculum and individual needs of pupils.
13. To be proactive in encouraging all pupils’ participation in the lesson.
14. To support the pastoral provision with in the school.
15. To assist with Community and school events as appropriate, and with school visits, field trips and residential visits as appropriate.
16. To provide breakfast club facilities for pupils.
17. To help undertake administrative activities as appropriate. To help develop resources.
18. To be familiar with policies and procedures of the Trust and uphold them, especially those relating to Safeguarding and Child Protection, Health and Safety, Data Protection and Equalities.
19. To participate in the Trust’s performance management scheme.
20. To undertake personal professional development and training as appropriate.
21. To provide information, advice and guidance as appropriate.
22. To participate in the supervision process including the Probationary Review.
23. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager.

Supervision received: Lead Teacher
Supervision exercised: Apprentices, Pupils, Volunteers

**PERSON SPECIFICATION**

**METHOD OF ASSESSMENT**

<table>
<thead>
<tr>
<th>MOA</th>
<th>A = APPLICATION FORM</th>
<th>I = INTERVIEW</th>
<th>T = TEST</th>
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**CRITERIA**

**EXPERIENCE/KNOWLEDGE**

- Supporting young people with SEN in a school setting
  - MOA: A/I
  - Desirable: Experience of work in a voluntary or community Agency

**SKILLS AND ABILITIES**

- Administrative skills
  - MOA: A

- Firm and friendly approach to young people with challenging behaviour
  - MOA: A/I T

- Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils
  - MOA: A/I T

- Ability to consistently and effectively implement agreed behaviour management strategies
  - MOA: A/I T

- Ability to use language and other communication skills that pupils can understand and relate to
  - MOA: I/T
| **Ability to establish positive relationships with pupils and empathise with their needs** | A/I/T |
| **Ability to monitor the pupils’ response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes** | A/I |
| **Ability to offer constructive feedback to pupils to reinforce self-esteem** | A/I |
| **Ability to work effectively and supportively as a member of the school team** | I/T |
| **Ability to work within and apply all school policies e.g. behaviour management, Child Protection, Health and Safety, Equality** | A |

| **QUALIFICATIONS & TRAINING** | **EQUALITIES** | **FURTHER REQUIREMENT** |
| GCSE Grade A-C English & Maths (or L2 equivalent) | Understanding of, and commitment to equality of opportunity and the ability to apply this | It is essential that all candidates are deemed suitable to work with children and/or vulnerable people. |
| Teaching Assistant qualification (or working towards), or equivalent | | |
| Willingness to undertake Continued Professional Development | | |
| | Relevant additional qualifications e.g. First Aid, Health & Safety, etc. |

St. Paul’s School