



St Cuthbert Mayne

Catholic Junior School

Clover Way, Gadebridge Road, Hemel Hempstead, HP1 3EA~ T: 01442 253 347 E: admin@cuthbertmayne.herts.sch.uk

Executive Headteacher: Mrs Michelle Anderton

Teaching Assistant

Job Description

Salary: H3 – H5 (depending on experience)

Hours: 27.5 hours per week

Contract type: Fixed term (until July 2027)

Main purpose

- To work with teachers as part of a professional team to support teaching and learning for SEN pupils.
- Providing specialist assistance to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Key responsibilities

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN.
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional.
- Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.

Additional Support Needs Assistants at this level may also undertake some or all of the following:

- Monitor pupils' conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or very challenging issues.
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
- Work with pupils not working to normal timetable.
- Establish and maintain relationships with families and carers and other adults, e.g., speech therapists.
- Advise and assist pupils in the proper use and deployment of complex personal and learning aides and equipment.
- Escort and supervise pupils on educational and out of school activities.
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.



All Saints Catholic Academy Trust Company Number: 7943555

Registered Office: The Office Suite, 96 The Crescent, Abbots Langley, Herts, WD5 0DS

- The jobholder is one of a team of teachers and assistants who support the learning of pupils.
- Flexibility by all staff is important in order to meet the varied needs of pupils.
- Works under the direction of a teacher. Supports learning by selecting suitable activities / methods for learning activities.
- Contributes to planning and development of learning activities with teachers and responds to activity-related problems without referral to teachers.
- May be involved in planning, organising and developing Individual development plans for pupils (such as Individual educational plans).

Knowledge, Skills & Abilities

- Skills and knowledge in providing specialist support to pupils.
- Requires knowledge and procedures for developing and delivering learning activities for pupils with additional special needs, including adapting activities according to pupil responses.
- Knowledge and skills equivalent to the core and optional NOS in Supporting teaching and learning that underpin National Qualifications at level 3, including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience
- Requires interpretive skills and is involved in short- term planning of activities.
- Developed skills for communicating with pupils, including those with additional needs, to support learning and development and encourage acceptable behaviour. Exchanges information with staff, parents/carers, and other agencies.
- Use of highly specialised equipment requiring considerable precision e.g., use of hoists
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Supervision

- Works under the direction of the teacher.
- Makes decisions about own work supporting pupils; more complex decisions referred to colleagues or senior staff.
- May demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Working with individuals or small groups of pupils where work is regularly interrupted
- Regularly exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management, or through working with pupils with disabilities or extreme behavioural issues.
- Responsible for maintaining confidential pupil records.

Safeguarding Statement

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to understand and share this commitment. The successful applicant will be subject to an enhanced DBS check, at least two satisfactory references must be provided, and any other safeguarding checks that are required at the time of appointment will be applied to the pre-employment process. All offers of employment are conditional and subject to safeguarding checks being met successfully. The Trust reserves the right to withdraw an offer of employment should it deem pre-employment checks as unsatisfactory.

Following the shortlisting stage, and prior to making a final decision, the Trust/School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in the latest version of KCSiE.

By signing the application form I understand that I am giving my consent for the Trust/School to carry out an online search if I am shortlisted for this post. The search would be part of the Trust/School's due diligence in line with the latest KCSiE guidance and would be limited to identifying any incidents or issues that have happened and are publicly available online. I understand that the Trust/School might want to explore any such incidents or issues with me at interview.