



St Rose's

Catholic Infant School

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Executive Headteacher: Mrs Michelle Anderton

Job Title:	Early Years (Level 3) Teaching Assistant Maternity Cover until October 2027
Responsible to:	Class Teacher/ Phase Leader/ Executive Headteacher
Responsible for:	Working with children, as part of an EYFS team and to support the provision of Early Years education and care.
Grade:	H4 (point 6)
Hours:	32.5 hours per week, Monday to Friday (8.30am – 3.30pm), Term time only, Maternity Cover (until October 2027)
Location:	St Rose's Catholic Infant School

This job description is not necessarily a comprehensive definition of the post. It may be modified by the line manager, with your agreement to reflect changes which are commensurate with the salary, the role title and the school or Academy Trust development plan.

Job Context

- To contribute to the promotion and development of an integrated education and day care service (where applicable) that offers high quality experiences for children aged 0 – 5 years.
- Ensure compliance with policies and procedures relating to child protection, health, safety and confidentiality. Provides advice and guidance on operation of Early Years policy and procedures.
- Communication with early year's pupils to encourage social, educational and physical development and acceptable behaviour. Exchange of information with other staff, parents/ carers.

Higher Level Teaching Assistant specific:

- To work collaboratively with class teachers to plan, teach and assess an innovative curriculum so all pupils, including pupils with special educational needs and disabilities, may achieve success in line with the school vision, ethos and aims.

Personal and Professional Standards

- To support the aims and Catholic ethos of the school.
- To be a role model in terms of professional dress and appearance, punctuality and attendance.
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development.
- To share the school's commitment to safeguarding and promoting the welfare of children and young people, and to report any concerns to an appropriate person.
- To be aware of and comply with all relevant policies and procedures within the school and Academy Trust (incl. Code of Conduct, Health and Safety, Confidentiality, Data Protection).
- To participate in training and other learning activities commensurate with the post.
- To attend and participate in meetings as required.



All Saints Catholic Academy Trust Company Number: 7943555

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

Main responsibilities

- Ensure standards are met at all times through engagement and implementation of play, care and learning activities. Takes responsibility for managing the provision of play, care and learning when required in the temporary absence of the teacher.
- Assist in the development and regular review of policies and procedures to be followed.
- Assess needs of children including emotional, developmental and social, to ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development.
- Assist in the development and maintenance of appropriate planning, observation and assessment procedures.
- Where appropriate Produce individual development plans including for SEN children.
- Ensure personal compliance, and that of others, with policies and procedures relating to child protection, health, safety, security and confidentiality.
- Supporting children in sessions, individually or in groups under the direction of the lead adult.
- Monitoring children's educational and social needs.
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Prepare classrooms and clear afterwards and assist with the display of pupils' work.
- Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping.
- Assist with the planning and delivery of learning activities.
- Accompany lead adults and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher.
- Assist with the development of individual education health care plans (EHCPs) and personal care programmes.
- Supervise, and provide individual support for, pupils with identified special educational needs.

Higher Level Teaching Assistant specific:

- Prepare lessons with teachers, contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs.
- Teach whole classes as part of PPA provision according to the PPA timetable. Also to provide short-term cover within any age group in response to teacher absence.
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils in line with school policy.
- Provide information relating to pupil progress for parents and carers, teachers and senior leaders upon request and to contribute to assigned pupils' annual reports at the request of the pupils' class teachers and SLT
- When teaching whole classes, if available deploy teaching assistants and learning support assistants confidently and effectively to best support the academic and behavioural needs of pupils in the class or group.

EQUALITIES

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

SAFEGUARDING

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of ASCAT's pre-employment checks.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Level 3 qualification (Essential)
- Paediatric First Aid Training – or willingness to undertake (Essential)
- HLTA qualification (Desirable)
- Experience of working with or caring for children of the relevant age
- Good numeracy and literacy skills
- Basic knowledge of first-aid
- Ability to use ICT to support learning
- Understanding of learning programmes and strategies or the ability to learn quickly
- Ability to work in a team

PHYSICAL EFFORT

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads with short periods of greater physical effort, such as lifting pupils where necessary.
- Assembly and clearing away of equipment.
- The job may involve lifting children after falls or accidents.

WORKING ENVIRONMENT

- Work is normally carried out where there is regular exposure to noise or other unpleasant conditions such as nappy changing.
- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads with short periods of greater physical effort, such as lifting pupils where necessary.
- Assembly and clearing away of equipment.
- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

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