



ST. CUTHBERT MAYNE CATHOLIC JUNIOR SCHOOL

Growing together in love and learning as followers of Jesus

Teaching Assistant Job Description

TITLE OF JOB : **TEACHING ASSISTANT – LEVEL B**
LOCATION : **SCHOOLS**
GRADE : **H2**

1. JOB OUTLINE

1 a) Purpose:

To support the implementation of the School's Mission Statement and to play a key role, working alongside teachers, in the management of pupils' learning.

As a Catholic school, all staff must understand the nature and purpose of Catholic education and know that their first responsibility is to establish and sustain the Catholic identity of the school and safeguard the teaching of the Church. Members of staff must ensure that this Catholic identity is reflected in every aspect of the life of the school. In particular it must be seen in the curriculum, the day to day organisation, staff development, staff and pupil relationships and the partnership between school, home, parish, local community, other schools, the local authority and other agencies. This duty provides the context for the proper discharge of all other duties and responsibilities.

1 b) DUTIES

The jobholder need not fulfil all of the duties listed below, but must be spending at least 50% of his/her time on some or all of the duties in **bold** script.

Learning Support:

- ◆ Support the teacher in caring for the social, welfare, behavioural and physical needs of pupils
- ◆ Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping
- ◆ Assist with the preparation and delivery of learning activities and display of pupils' work
- ◆ Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- ◆ Liaise with parents and carers, under the direction of a teacher
- ◆ Administer routine tests.
- ◆ **Assist with the development of individual education plans and personal care programmes**
- ◆ **Supervise, and provide individual support for, pupils with identified special educational needs**

Children's welfare and other responsibilities:

- To attend to minor accidents or incidents
- To liaise with other staff, as necessary, on matters of first aid and welfare
- To undertake pre-school, break and lunchtime duty or other supervisory work, as required
- To give general school support, as required.

2 EQUALITIES

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

3 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.

4 CRIMINAL RECORDS BUREAU

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 Hertfordshire County Council's pre-employment checks.

5 ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**** 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.**

6 SUPERVISION

The jobholder is managed by the school SENDCo. The school's performance management policies and practice determine the frequency of meetings.

7 JOB CONTEXT

This job is one of a set of teaching assistant jobs whose evaluated pay grade is determined by the level of responsibilities. The lowest pay grade is at Level A, the highest at Level E.

A jobholder need not be required to fulfil all of the duties identified in the job description. But, in order to justify the pay grade for any job above Level A, the jobholder must be spending at least 50% of his/her time on higher level duties. These duties are specified in each job description above Level A.

The set of job descriptions allows some employees to grow into the next job description provided:

- a) the school has sufficient work of the right level that would justify the next job description, and
- b) the jobholder has gained sufficient knowledge and skill, either through qualification or through experience, to fulfil the duties of the next job description.

8 CONTACTS

The jobholder works with teachers and pupils and has occasional contact with parents and carers.

9 KNOWLEDGE, EXPERIENCE AND TRAINING

- ◆ 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

10 PHYSICAL EFFORT

The job may involve lifting children after falls or accidents

11 WORKING ENVIRONMENT

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.