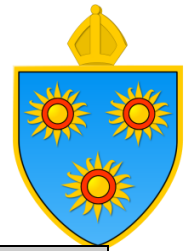


ST EDMUND'S CATHOLIC SCHOOL

'A learning community, a faith community, a vibrant, forward looking community'



ST EDMUND'S CATHOLIC SCHOOL JOB DESCRIPTION TEACHING ASSISTANT

Reporting to: SENCO

Hours: 35 hours per week, 39 weeks a year

Salary: Kent Scheme B

All Staff Responsibilities:

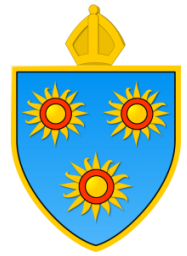
- To be committed to safeguarding and promoting the welfare of children and young people within the school.
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary to keep abreast of development.

Responsibilities:

- To support the class teacher in the teaching and welfare of students to enable them to make progress towards their individual targets
- To support the maintenance of a clean, orderly and safe working environment, making sure that equipment/resources/materials are set out on time and as per instructions received from the class teacher
- To support pupils in accessing learning activities as directed by the teacher
- To aid students in transporting their learning materials between lessons
- To be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- To assist teaching staff with learning activities, ensuring health and safety and good behaviour of pupils, including off-site activities
- To supervise and support students as required during social time
- To act as a key worker, by negotiation for individual pupils
- To participate in meetings with external agencies and parents to review student progress, as directed by the SENCO
- To run small group sessions for pupils with specific needs as required, under the direction of qualified staff
- To undertake basic record keeping/sharing in respect of pupil learning, behaviour management, child protection etc
- To be aware of and comply with school policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing

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- To contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professional to enable the school to fulfil its development plans
- To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development
- To attend departmental meetings by arrangement
- To participate in the school's annual system of Performance Management and to maintain a CPD portfolio
- To be alert to the health and safety of the working environment and to advise teachers of any health and safety concerns
- To act as a tutor, or to provide 'student support' for part of each day (the nature of this support will be negotiated with the postholder).
- Where appropriate, liaise with external agencies.
- As necessary, support individual pupils with intervention programs as arranged by SENCO.

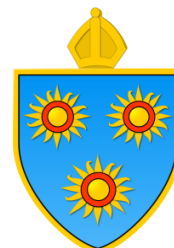
Other:

A TA may be required to undertake any other reasonable tasks as required by the Academy Principal.

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

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Person Specification – Teaching Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• A good standard of general education• First aid at work qualification or a willingness to work towards qualification (appropriate training will be provided as necessary)	<ul style="list-style-type: none">• Hold GCSE Maths and English, or equivalent.• Recent CPD relating to work as a TA
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none">• Familiarity with policies concerning Health & Safety, AEN and Equal Opportunities• ICT skills including experience of Microsoft Office• Good numeracy and literacy skills	<ul style="list-style-type: none">• Previous experience of working with children and young people, preferably within an educational setting
Personal Qualities	<ul style="list-style-type: none">• Excellent record of punctuality and attendance• Ability to remain calm under pressure.• Able to work effectively as part of a team• Willing to undertake relevant training to develop performance• Ability to relate well to children and adults• Ability to encourage pupils to interact with others and be socially responsible• Supportive of the School's Catholic Ethos	<ul style="list-style-type: none">• Desire and potential to progress to further promotion