



## JOB DESCRIPTION AND PERSON SPECIFICATION

---

Title of Job: **Teaching Assistant**

Section: Schools

Qualified: Scale 3

Last Revised: 01/09/19

Unqualified: Scale 2

---

### JOB DESCRIPTION

---

PERSON REPORTS TO: Class Teachers or SENDCO or SLT

STAFF SUPERVISED: None

---

PURPOSE OF JOB: To support the education and welfare of pupils as directed by class teachers and SLT, having due regard to the school's Catholic nature, aims, objectives, schemes of work and policies, and relevant national requirements. To share in the corporate responsibility for the well-being and discipline of all pupils.

---

### EQUAL OPPORTUNITIES:

The academy has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

---

### DUTIES AND RESPONSIBILITIES

1. To take every opportunity to develop pupils' language, reading, maths and related skills as directed by class teachers.
2. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers.
3. To give oral and written feedback to pupils on their attainment in order to promote further progress.
4. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
5. To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
6. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs and disabilities.
7. To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.
8. In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.



9. Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions.
10. To provide information that supports the preparation and review of Individual Education Plans and to action appropriate tasks from IEPs.
11. To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
12. Under the direction of appropriate professionals and after adequate training, to assist in meeting particular pupil's needs e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents. The scope of these duties are that which would generally be carried out by a parent. This excludes the medical procedures spelt out in point 24.
13. After adequate training, to carry out welfare duties in relation to the physical and care needs of the pupils, including dressing, feeding, toileting and cleaning children who have accidents, if appropriate or directed, whilst encouraging independence wherever possible. This excludes the medical procedures spelt out in point 24 of this job description.
14. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
15. To help train pupils in the individual and collaborative study skills necessary for learning.
16. To work alongside other adults, including teachers, trainee teachers, and other support staff.
17. To supervise pupils during breaks and lunchtimes.
18. To run morning and/or evening after school clubs.
19. To maintain confidentiality at all times with regard to both supported pupils and the wider school.
20. To take collective responsibility for safeguarding children and health & safety, and to respond in accordance with the school's policies.
21. To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures.
22. Carry out routine clerical tasks e.g. collecting trip permission slips, distributing letters and producing class lists.
23. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.
24. To undertake the SEND tasks of tube feeding, urinary catheterisation, suction and postural drainage, nebulised medication, rectal medication and replacement of tracheostomy tubes based on pupil need.

**With regard to task number 24, an additional payment will be made to all staff who carry this out.**



## Person Specification for the post of Teaching Assistant

These are the criteria upon which the selection process will be based. At each stage of the process the merits of each applicant will be assessed to determine how far the criteria have been matched. These stages are:-

- A) Short listing by the selection panel.
- B) Interview by selection panel.

<b><u>Factor</u></b>	<b><u>Requirement</u></b>
1. Education, Training and Qualification:	<ul style="list-style-type: none"><li>1. Competent English and Mathematics skills assessed through a standard test.</li><li>2. If recruiting to a qualified post: C &amp; G or CLPE or NVQ or other equivalent qualification or higher.</li><li>3. 1<sup>st</sup> degree for those wishing to progress through the Schools Direct route to teacher level.</li></ul>
2. Experience:	<ul style="list-style-type: none"><li>1. Experience of working in a primary school or with children including parental experience, or voluntary work</li><li>2. Able to demonstrate experience of communicating constructively with other adults.</li><li>3. To be computer literate and familiar with Microsoft office.</li></ul>
3. Knowledge and Understanding:	<ul style="list-style-type: none"><li>1. Demonstrate an understanding of the purpose of a Catholic school in educating primary pupils and in promoting the Catholic ethos of the school.</li><li>2. Illustrate an understanding of spiritual, moral, social and cultural development of pupils from a multicultural community.</li><li>3. Demonstrate an understanding of the role of the teacher and their own role in relation to teachers, other support staff, and pupils.</li><li>4. Demonstrate knowledge and basic understanding of literacy and numeracy.</li></ul>



Point 5, 6 and 7 under Knowledge and Understanding are only required if recruiting to a qualified position

4. Commitment to and understanding of:
  1. The Equal Opportunities practice throughout the school including the Authority's policy of inclusive education.
  2. The promotion of community involvement in the school in order to raise achievement.
  3. The Catholic ethos of the school, supporting that ethos, and a willingness to participate in prayers, Masses and services (essential).
5. Other skills  
(These are not essential but would be beneficial)
  1. Sports coaching or sports interest: football, athletics, rugby, tennis, swimming.
  2. Play a musical instrument.
  3. Driving licence.
  4. Be flexible for school special events
5. Demonstrate ability to use knowledge and understanding to support pupils and to assess their progress in English and Maths in particular.
6. Demonstrate awareness of how pupils learn and the factors that affect their progress.
7. Demonstrate an understanding of the different approaches needed to support the learning of various groups of pupils, including learners with English as an additional language (EAL) and pupils with special educational needs.