

St. Paul's Community Development Trust



Job Description

Job Title:	Teaching Assistant
Department:	School
Salary:	£20,109pa (pro rata £17,402pa)
Hours of work:	37.5 hours per week 8.30am – 4.30pm
Contract term:	Subject to a 6 month Probationary Period

Job Purpose:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Ensure the safety of pupils at all times

Duties and responsibilities:

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher/instructor
- Support in increasing achievement of all pupils
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with the effective management of pupil behaviour within class ensuring a positive and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher

- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Wear appropriate clothing for the lesson you will be supporting. E.g. Sport sessions

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher / SLT
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and Safety / Safeguarding

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's Safeguarding and Child Protection Policy
- Promote the safeguarding of all pupils in the school
- Look after children who are upset or have had accidents
- Administration of medicines as appropriate
- To be familiar with policies and procedures of the Trust and uphold them, especially those relating to Safeguarding and Child Protection, Health and Safety, Data Protection and Equalities

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's PDR procedures
- To complete team teach training and ensure proportionate approach to restraints if necessary

Other areas of responsibility

Break and Lunch times

- Ensure all pupils are accounted for during break and lunch times

- Contribute to the running of clubs and activities to ensure pupils are engaged and playing during unstructured times
- Support colleagues with breakfast club following strict food hygiene processes as set out in Safer Foods, Better Business guidelines

Trips, Residential and Trust Wide Events

- To assist with Trust and School events as appropriate, and with school visits, field trips and residential visits as appropriate
- To be familiar with policies and procedures of the Trust and uphold them, especially those relating to Safeguarding and Child Protection, Health and Safety, Data Protection and Equalities
- To participate in the Trust’s performance management scheme
- To undertake personal professional development and training as appropriate
- To assist with organising and running community events in Balsall Heath as appropriate
- To participate in the supervision process including the Probationary Review
- To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager

Supervision received: named Teacher/Instructor

Supervision exercised: Apprentices, Pupils, Volunteers

PERSON SPECIFICATION

METHOD OF ASSESSMENT

MOA A = APPLICATION FORM I = INTERVIEW T = TEST

CRITERIA		ESSENTIAL	MOA	DESIRABLE
EXPERIENCE/ KNOWLEDGE	1	Supporting young people with SEN in a school setting/youth setting	A/I	Experience of work in a voluntary or community Agency
SKILLS AND ABILITIES	2	Administrative skills	A	
	3	Firm and friendly approach to young people with challenging behaviour	A/I/T	
	4	Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils	A/I/T	
	5	Ability to consistently and effectively implement agreed behaviour management strategies	A/I/T	
	6	Ability to use language and other communication skills that pupils can understand and relate to	I/T	
	7	Ability to establish positive relationships with pupils and empathise with their needs	A/I/T	

	8	Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	A/I	
	9	Ability to offer constructive feedback to pupils to reinforce self-esteem	A/I	
	10	Ability to work effectively and supportively as a member of the school team	I/T	
	11	Ability to work within and apply all school policies e.g. behaviour management, Child Protection, Health and Safety, Equality	A	
QUALIFICATION S& TRAINING	12	GCSE Grade A-C English & Maths (or L2 equivalent)	A/I	Relevant additional qualifications e.g. First Aid, Health & Safety, etc.
	13	L2 Teaching Assistant qualification or equivalent	A/I	
		Willingness to undertake Continued Professional Development	I	
EQUALITIES		Understanding of, and commitment to equality of opportunity and the ability to apply this	I	
FURTHER REQUIREMENT		It is essential that all candidates are deemed suitable to work with children and/or vulnerable people.		