



MARICOURT CATHOLIC HIGH SCHOOL
JOB DESCRIPTION and PERSON SPECIFICATION

Post: Teaching Assistant – Level 3
Term time 33 hours a week or part time will be considered

Grade: Grade E SCP 7-11

Responsible To:

Headteacher, SENCO and Business Manager

Responsible For:

N/A

JOB PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricula/resource area.

MAIN DUTIES

In harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, to contribute to the ethos of the school in working practices and in relationships with staff and pupils.

To support the policies, procedures and processes laid down in the Staff Manual and as directed by the Governing Body and the Senior Management of the school.

Support for the Pupil

- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Assist with the development and implementation of Individual Education Plans
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curricular/learning) skills/training/experience to support pupils

Support for the Teacher

- Provide clerical/administration support (e.g. photocopying, telephone calls, dealing with e-mails and filing)
- Assist with the display of children's work
- Establish and maintain an appropriate learning environment under the supervision of the teacher
- Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in agreed format with the SENCo/Teacher, contributing to reviews of systems/records as requested
- Administer and assess routine primary tests and accurately record achievement/progress
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision

Support for the Curriculum

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support, e.g. curriculum/SEN specialism
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Assist in the supervision, training and development of classroom support staff
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.



Maricourt Catholic High School

PERSON SPECIFICATION

Post: Teaching Assistant (Level 3)

School: Maricourt Catholic High School

	Essential (E) or Desirable (D)
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<u>Skills</u> <ul style="list-style-type: none"> • Ability to work effectively within a team environment, understanding classroom roles and responsibilities • Ability to build and maintain effective working relationships with all pupils and colleagues • Ability to promote a positive ethos and role model positive attributes • Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate • Ability to adapt own approach in accordance with pupil needs • Excellent personal numeracy and literacy skills 	E E E E E E
<u>Knowledge and Understanding</u> <ul style="list-style-type: none"> • Advanced understanding of national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas, etc • Understanding of principles of child development, learning styles and independent learning • Working knowledge of relevant policies/codes of practice/legislation • Understanding of inclusion, especially within a school setting • Experience of resources preparation to support learning programmes • Effective use of ICT to support learning • Understanding of other basic technology eg, photocopier 	E E D E E E D
<u>Qualifications and Training</u> <ul style="list-style-type: none"> • Minimum 2 years experience of working with children in an educational setting (within specified age range/subject area) • NVQ III or equivalent intention to working towards in teaching assistance within specified age range/subject area • Requirement to complete DfES Teacher Assistant Induction Programme • Willingness to participate in relevant training and development opportunities • Training in the literacy/numeracy strategy • Training in special educational needs strategies • Willingness to undertake appointed person certificate in first aid administration • Specialist subject knowledge curriculum/resources (<i>enter specifics here</i>) if required by school 	E E E E E D D E
<u>Professional Values and Practice</u> Must be able to demonstrate the following: <ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice • Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning • Able to improve their own practice through observations, evaluation and discussion with colleagues 	E E E E E E

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Prepared by:	Name	Liz Heaton
	Designation	School Business Manager
	Date	June 2023

