

ST. MARY'S CATHOLIC PRIMARY SCHOOL, SUNDERLAND

POST - JOB DESCRIPTION

Job Title:	Teaching Assistant Level 3
Grade:	Grade D (point 5-6)
Salary:	£24,790 - £25,183 pro rata to hours and weeks worked (actual salary £19900 - £20215)
Hours:	35 Hours per week - term time only (39 weeks includes 5 Inset days)
Responsible to:	The Headteacher
Disclosure Level:	Enhanced

Purpose of Job

To support and assist teachers as part of a professional team to uphold the Catholic values and contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

Principal Responsibilities

- Providing support for pupils, teachers and the whole school as outlined below and as part of the school's improvement strategy.

Main Duties

Support for the Teacher

- Raising awareness to teaching staff of the strengths and problems of individual pupils.
- Assisting teaching staff in the monitoring, recording and evaluation of pupils' progress, including providing feedback on observations undertaken.
- Assisting in the assessment of individual pupils.
- Liaising with the SENCO and teaching staff, to identify the needs of the pupils.
- Assisting in the preparation and review of support plans including co-ordinating relevant information for support plans.
- Setting up and using equipment as required to maintain pupils' needs and support their participation in learning tasks and activities.
- Providing support to teachers in developing effective approaches to manage behaviour and discipline problems.

- Raising the awareness of school staff to pressures on pupils which may result in behavioural problems.
- Assisting in the setting of behaviour targets.
- Assisting in compiling and maintaining pupils' records.
- Assisting in the review of the Education Health Care Plan.
- Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
- Managing the planning and programming of specific educational activities for the pupils.
- Assisting with lessons in English, Mathematics and the wider curriculum.
- Assisting in the preparation of work and other activities for pupils in accordance with learning and teaching objectives set by teaching staff.

Support for the Pupil

- Using specialist knowledge to support pupils.
- Working with pupils on individual targets set by a member of the teaching staff.
- Supporting all pupils included in a mainstream setting, support base, home base, special school, or any other learning environment as appropriate.
- Supporting the reintegration of pupils in mainstream schools to access the curriculum either on an individual basis or as a member of a small group.
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.
- Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils, (including delivery of interventions), if this is necessary.
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.
- Applying considerable knowledge and understanding of the curriculum, age range, or SEND as determined by the SEND Code of Practice or the particular needs of the school pupils.

Support for the School

- Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
- Liaising with educational and health specialists, and outside agencies as required in partnership with senior management.

- Supporting the senior management team in mentoring students and those on work experience.
- Assisting the school in promoting, developing and enhancing the holistic development of the child.
- Contributing to the whole School's Self Evaluation process.
- Supervise pupils during the day and in the playground or school grounds as required.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and review.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, safeguarding children procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the school and responding effectively, following school's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Additional Duties

To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.

Other Specific Duties

- To undertake any other duties commensurate with the post.
- The post holder must act in compliance with GDPR and data protection principles in accordance with the school's privacy notices and data protection policy.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of records and information.
- The post holder must carry out their duties with full regard to Equal Opportunities, Code of Conduct, Safeguarding Policy and all other school and Local Authority policies.
- The post holder must comply with the school's Health and safety rules and regulations and with Health and Safety legislation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work on a similar level that is not specified in this job description. This job description is current at the date shown, but in consultation, may be changed by the Headteacher to reflect changes in the job commensurate with the grade and job title.

Signed:

Date: