**St Peter’s RC High School**

**Job Description and Person Specification**

**JOB DESCRIPTION**

TITLE OF POST Teaching Assistant

Salary: Scale 4, points 17 to 21, starting at pro rata of £17,772, 32.5 hours per week, term time only + 5 training days

RELATIONSHIPS Ultimate Responsibility

 To the Governors through the Headteacher

 Immediate Responsibility

 Head of Social Inclusion and Deputy Headteacher

**MAIN CONTACTS** All members of the teaching and non-teaching staff, and pupils

**Main Purpose of the Job**

To work with teaching staff to provide support to specified pupils, particularly those defined as ‘barrier free’ and those on the SEND register

To support the Roman Catholic character of the school, to establish good relationships and to co-operate with the senior staff responsible for the school

**Main Tasks**

**Administrative**

* To be responsible for any necessary documentation relating to individual pupils
* To liaise with teaching staff to help young people reach their targets

**Support Role**

* Have responsibility for personal and pastoral support for pupils developing good attitudes and responses, particularly those with challenging behaviour
* To develop a good, positive relationships with young people in order to remove barriers to learning and to avoid underachievement
* To engage constructively with young people and to relate to them and to their needs
* To encourage young people to develop their skills and to help them to identify problems and to find solutions
* To work closely with teaching staff to provide additional support for target pupils through preparation of materials and monitoring of pupil work
* To help young people to draw up plans and to encourage them to keep to plans and to meet deadlines
* To meet with and work with parents as required
* To monitor the work and progress of young people
* To report as required on the development of young people being supported
* To work with teaching staff in specified departments to support the development of personalised teaching and learning strategies for target pupils
* To provide general supervision around the school as part of the staff team

**Professional Responsibilities**

* To attend meetings with teachers and other professionals as required to report on the progress of pupils
* To be familiar with child protection issues and other welfare issues which affect children
* To take responsibility for one’s own personal development and take part in in-service training as required
* To network with other Learning Support Assistants and to share good practice

**Equal opportunities Policy**

Promote equal opportunities in all aspects of responsibility according to the school’s aims and objectives. In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

* to play a positive role in the spiritual life of the school community;
* to maintain a high standard of discipline, appearance, punctuality and commitment in all students;
* to promote parental and community involvement in the life and work of the school.

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the headteacher and the member of staff concerned, reasonable changes may be made.

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document.*

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**PERSON SPECIFICATION**

Listed below are the minimum requirements, which are considered necessary for the post. In your application, please address each of the areas **asterisked**, giving details of your experience together with examples of how you have undertaken tasks which illustrate clearly that you have the relevant experience, abilities, skills, knowledge and commitment for the post.

|  |  |
| --- | --- |
| MINIMUM ESSENTIAL REQUIREMENTS | METHOD OF ASSESSMENT |

1. **Training, Qualifications, Experience:**

|  |  |  |
| --- | --- | --- |
| 1.1 | experience of working in a teaching and learning environment | Application Form |
| 1.2 | to have attended recent, relevant courses | Application Form |
| 1.3 | to have recent experience of professional development and self-awareness of professional needs | Application Form |
| 1.4 | to have recognised qualifications appropriate to this level of work | Application Form |

 **2. Interpersonal Skills:**

*To be able to communicate and co-operate effectively by:*

|  |  |  |
| --- | --- | --- |
| 2.1 | making use of speaking and listening skills in different contexts | Interview |
| 2.2 | establishing and maintaining good relationships, in particular with students, parents and colleagues | Interview |

 **3. Management and Organisation:**

 *To be able to manage and organise effectively by:*

|  |  |  |
| --- | --- | --- |
| 3.1 | prioritising work and seeing a job through to completion while working to appropriate deadlines | Application Form/Interview |
| 3.2 | being adaptable to new demands of the job | Application Form/Interview |
| 3.3 | being well organised in administration | Application Form/Interview |
| 3.4 | working as part of a team | Application Form/Interview |

 **4. Special Knowledge:**

*Understanding and awareness of:*

|  |  |  |
| --- | --- | --- |
| 4.1 | how to support pupils with special needs under the supervision of a teacher | Application Form/Interview |
| 4.2 | the need to be responsible for assessing pupil progress on a daily / weekly basis | Application Form/Interview |
| 4.3 | how to work independently, with guidance from teaching and other staff as required, in class and away from the classroom | Application Form/Interview |
| 4.4 | the need to be responsible for planning work for individuals and groups of pupils | Application Form/Interview |

 **5. Work Related Circumstances**

*Commitment to:*

|  |  |  |
| --- | --- | --- |
| 5.1 | the school’s Equal Opportunities Policy | Application Form/Interview |