Thomas More Catholic School



Teaching Assistants – Level 1

Role Profile and Person Specification

THOMAS MORE CATHOLIC SCHOOL

Job Description

Job Title:	**Teaching Assistants – General (Level 1)**
School /Academy:	**Thomas More Catholic School, Russell Hill Road, Purley, Surrey, CR8 2XP**
Grade Range:	**Grade 2 - Scp 3 - 5**
Hours per week:	**30 hrs per week Monday to Friday. 8.00am – 2.45pm (with an unpaid daily lunch break of 45 minutes).**
Work Pattern:	**Term Time Only** **This is a temporary role to cover long term sickness**
Reports to:	**SENDCO, Headteacher and SLT**
Role Purpose and Role Dimensions:	To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
Commitment to Diversity:	As a member of the School Team to take individual and collective professional responsibility for championing the School/Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key Internal Contacts:	▪ Headteacher ▪ SLT ▪ SENDCO ▪ Heads of Years ▪ Curriculum leaders / Teachers

Key Accountabilities and Result Areas:	Key Elements:
Support for Pupils	**This will involve:** **Core Duties** ▪ Supervising and supporting pupils, ensuring their safety and access to learning. ▪ Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs. ▪ Encouraging pupils to interact with others and engaging in activities led by the teacher. **Additional Duties** ▪ Attending to the pupils' personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters. ▪ Promoting the inclusion and acceptance of all pupils. ▪ Encouraging pupils to act independently as appropriate.
Support for the Teacher	**This will involve:** **Core Duties** ▪ Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed. ▪ Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate. **Additional Duties** ▪ Preparing classroom as directed for lessons and clearing afterwards and assisting with the display of pupils work. ▪ Undertaking pupil record keeping as requested ▪ Gathering/reporting information from/to parents/carers as directed. ▪ Providing clerical/administrative support, e.g. photocopying, typing, filing, collecting money etc.
Support for the Curriculum	**This will involve:** **Core Duties** ▪ Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher. ▪ Supporting pupils in using basic ICT as directed. **Additional Duties** ▪ Supporting pupils to understand instructions. ▪ Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use.

Key Accountabilities and Result Areas:	Key Elements:
Support for the School	**This will involve:** **Core Duties** ▪ Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ▪ Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop. **Additional Duties** ▪ Contributing to the overall ethos/work/aims of the school. ▪ Appreciating and supporting the role of other professionals. ▪ Attending relevant meetings as required. ▪ Participating in training and other learning activities and performance development as required. ▪ Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. ▪ Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
Green Statement	**This will involve:** ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
Data Protection	**This will involve:** ▪ Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply. ▪ Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements. ▪ Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
Confidentiality	**This will involve:** ▪ Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Key Accountabilities and Result Areas:	Key Elements:
Equalities and Diversity	The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams
Safeguarding	**This will involve:** • Displays commitment to the protection and safeguarding of children and young people. • Values and respects the views and needs of children and young people. • Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.
Customer Care	**This will involve:** ▪ Ability to demonstrate a commitment to the School/Academy's Customer Care Policy.
Health and Safety	Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the School Team	**This will involve:** ▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Championing the professional integrity of the School/Academy ▪ Supporting Customer Focus, Best Value and electronic management of processes. ▪ Actively sharing feedback on School policies and interventions

Person Specification

Job Title:	**Teaching Assistants – General (Level 1)**
Essential knowledge:	▪ Appropriate knowledge of first aid.
Essential skills and abilities:	▪ Good numeracy/literacy skills. ▪ Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post. ▪ Use basic technology – computer, video, and photocopier. ▪ Ability to relate well to children and adults. ▪ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. ▪ Displays commitment to the protection and safeguarding of children and young people. ▪ Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children ▪ Participate in development and training opportunities.
Essential experience:	▪ Working with or caring for children of relevant age.
Special conditions:	▪ Enhanced DBS check

Further advice on specific points in this role profile can be obtained from their HR provider.