



## Welcome to St. Andrew's Catholic Primary School

Thank you for expressing an interest in working at St. Andrew's.

Our wonderful school has committed staff, supportive parents and most importantly, amazing children. We are looking for an enthusiastic, professional and motivated Teaching Assistant to join us.

I hope that you find the information in this application pack helpful and if you have any questions left unanswered, please do not hesitate to contact the school office.



**Mr Joshua Levenson**  
Headteacher

St Andrew's Catholic Primary School  
Polworth Road, Streatham, London, SW16 2ET

Scan the QR code!

Curious about St Andrew's?



# St Andrew's Catholic Primary School

Polworth Road, Streatham, SW16 2ET

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Teaching Assistant required – December 2024 start, or as soon as possible.  
*"St Andrew's is the hidden gem of Streatham!"*

*'Our school is more than just a school - it's a special community, a family, a place where everybody feels safe when they come through our doors.'*

St Andrew's Catholic Primary School, Streatham is seeking a qualified Teaching Assistant to join our excellent team. You will be a dynamic individual who is passionate about supporting children's learning outcomes.

St Andrew's is a school where the Gospel values of Praying, Sharing, Forgiving and Telling the Truth are a lived reality. Every aspect of the school reflects this, so that by its very nature, the school is committed to promoting inclusion and aims to ensure that all pupils, regardless of their specific needs, make the best possible progress in school.

You will support the teachers with day to day organisation, duties, display, planning, teaching and learning (including supporting pupils who require enrichment) in order to raise the standard of pupils' achievements across the curriculum.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS. Informal Visits to St. Andrew's are warmly welcomed.

Please contact the school office by email or on 020 8769 4980 to arrange an appointment.

Application packs can be downloaded from the TES advert page.

**Early applications are welcomed and HLTA positions may be available for exceptional candidates.**

Further details are also available from the school.

## Job details

**Job title:** Teaching Assistant

**Salary:** Support Staff Scale 3 Point 5 to Point 6 (£23,838 to £24,270 Pro Rata depending on experience) \*HLTA Positions may be available for exceptional candidates

**Hours:** 34 hours

**Contract type:** Part-time (Term Time plus holidays)

**Reporting to:** Headteacher/ Line Manager

### **Main purpose**

The TA will: 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

### **Duties and responsibilities**

#### **Teaching and learning**

Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)

Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities

Use effective behaviour management strategies consistently in line with the school's policy and procedures

Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good 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

#### **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 colleagues and other relevant professionals**

Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

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

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

### **Whole-school organisation, strategy and development**

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

Make a positive contribution to the wider life and ethos of the school

### **Health and safety**

Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

Look after children who are upset or have had accidents

### **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 appraisal procedures

### **Personal and professional conduct**

Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school

Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community

Respect individual differences and cultural diversity

### **Other areas of responsibility**

The TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be

required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Person specification

### **Qualifications and experience**

Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) (Essential)

GCSEs at grades 9 to 4 (A\* to C) including English and Maths (Preferred)

Experience of working with children (Essential)

### **Skills and knowledge**

Good literacy and numeracy skills

Good organisational skills

Ability to build effective working relationships with pupils and adults

Skills and expertise in understanding the needs of all pupils

Knowledge of how to help adapt and deliver support to meet individual needs

Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils

Excellent verbal communication skills

Active listening skills

The ability to remain calm in stressful situations

Knowledge of guidance and requirements around safeguarding children

Good ICT skills, particularly using ICT to support learning

Understanding of roles and responsibilities within the classroom and whole school context

### **Personal qualities**

Sensitivity and understanding, to help build good relationships with pupils

A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school

Commitment to maintaining confidentiality at all times

Commitment to safeguarding pupils' wellbeing and equality

A 'Can Do!' attitude

**This job description may be amended at any time in consultation with the postholder.**