**sjhSaint John Houghton Catholic Voluntary Academy**

***Part of Saint Robert Lawrence Catholic Academy Trust***

**Job Description and Person Specification**

**Vacancy for Teaching Assistant Level 2 – Permanent (Term Time + Insets)**

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| Designation: | Teaching Assistant Level 2 |
| Responsible to: | Special Educational Needs Co-ordinator under the direction of Curriculum Leaders |
| Weekly hours: | Monday to Friday, term time + inset days = 39 weeks per year |
| Hours: | 37 hours per week, term time + inset days = 39 weeks per year  8:15am – 4:15pm Monday - Thursday  8:15am - 3:45pm Friday  30 minutes for lunch |
| Salary: | NJC Pay Scale Point 14-17 (£16,781-£17,772) (pro rata)  (*We are a Real Living Wage employer- salary below £16880 FTE will be enhanced to reflect this*) |
| Closing Date:  Interview Date:  Start Date: | Monday 18 December 2017 (midday)  Wednesday 20 December 2017  Monday 08 January 2018 (or as soon as possible) |

*Saint John Houghton Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts will be subject to satisfactory medical, pre-employment and DBS checks.*

**JOB DESCRIPTION**

About Our Academy

As a Catholic Voluntary Academy everything we do is based around our Mission Statement and we expect all who work with us to actively promote our values.

Details

As a Teaching Assistant you will work as part of a team of teaching assistants under the leadership of the Head of Learning Support to support students access the curriculum in the classroom.

Duties and Responsibilities

1. Deliver learning activities under the guidance of class teachers
2. Work closely with class teachers to contribute to the management of pupil behaviour, to maintain order and an appropriate working environment including the implementation of the school’s behaviour policy
3. Report to teachers on the behaviour of pupils during the lesson and any issues arising
4. Establish and promote productive relationships with pupils, acting as a role model and setting high expectations
5. Promote the inclusion of all pupils in the class
6. Liaise with teachers and other relevant agencies regarding the work set for a pupil/class/group
7. Establish constructive relationships and communicate with other relevant professionals, in liaison with the Head of Learning Support and the teacher, to support pupils’ learning and progress
8. Effectively communicate the work set by the teacher to the pupils and ensure that they are aware of the teacher’s expectations
9. Encourage the pupils to interact and work co-operatively with others to ensure all pupils are engaged on the task set
10. Respond knowledgeably to any questions from pupils about process and procedures
11. Observe and report on pupil performance
12. Ensure the health and safety and welfare of pupils is maintained at all times
13. Promote social and emotional development of pupils
14. Deal with any immediate problems or emergencies in accordance with the school’s policies and procedures
15. Provide literacy / numeracy support to allow access to the curriculum
16. Assist with the development and implementation of Individual Education Plans
17. Deliver lessons prepared by teachers in the absence of the teacher
18. Report all accidents/incidents to the appropriate person/people for action
19. Deal with the day to day requirements of the pupil being supported
20. By agreement, accompany teaching staff and pupils on educational visits
21. Contribute to and uphold the overall ethos, aims and work of the school
22. Participate in appropriate school-based meetings and training activities
23. Undertake any administrative duties relevant and appropriate to the post
24. Take an active part in appraising their own work against agreed priorities and targets in accordance with the school’s performance management and supervision arrangements
25. Work in line with the Professional Standards for Teaching Assistants
26. Maintain confidentiality at all times and observe Data Protection Guidelines
27. Understand and comply with the school’s equal opportunities policies
28. Carry out any duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as directed by the Headteacher or Head of Learning Support

**Person Specification**

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| **Essential:** | **Desirable:** |
| Qualifications:   * Good numeracy/literacy/ICT skills * Ability to work independently * Teaching Assistant qualification at Level 2 or equivalent | * Training in the relevant learning strategies, e.g. literacy, numeracy, phonics * First aid training as appropriate * Evidence of further related training or interests |
| Experience:   * Working with or caring for children in an educational setting * Working with children in small groups | * Experience of working with children having a range of special needs. * Specialist in managing behaviour of students |
| Knowledge & Skills:   * Effective use of ICT to support learning * Basic understanding of child development and learning * Ability to relate well with children and adults * Ability to work as part of a team, understanding classroom roles and responsibilities and own position within these roles * Good communication skills | * Ability to use other equipment / technology, e.g. video * Understanding of relevant policies/codes of practice and awareness of relevant legislation * General understanding of the national curriculum and other basic learning programmes/strategies * Ability to self-evaluate learning needs and actively seek learning opportunities |
| Professional Standards:   * Demonstrate an understanding of and respect for our Catholic ethos | * Work in way which reflects the Professional Standards for Teaching Assistants |