



ST. PETERS CATHOLIC FIRST SCHOOL (Academy) JOB DESCRIPTION

POST:	TA 4	SALARY SCALE:	Grade 6
HOURS	28 HOURS and 30 MINUTES TERM TIME ONLY INCLUDES 5 INSET DAYS		
REPORTING TO:	Deputy Head Teacher		
RESPONSIBLE FOR SUPERVISION / MANAGEMENT OF:	Teaching Assistant Team Non-teaching students		
PRINCIPLE CONTACTS:	Pupils, Parents, Head Teacher, Deputy Head, Classroom Teachers, Teaching Assistants, Students, Academy Representatives, Directors, Other Professional groups,		
RESPONSIBLE FOR:	To be arranged		
MAIN PURPOSE OF THE JOB:	To work collaboratively with teaching staff with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising advanced/high level knowledge and specialist skills across a range of specialist disciplines being responsible for a team of Teaching Assistants. This will include delivery of PE, IT or specialist subjects such as a language, Geography, History, RE etc involving specified work including PPA & Management cover.		
JOB RESPONSIBILITIES AND TASKS:	<p>Under the educational plan agreed with teaching staff and with the minimum of supervision:</p> <ul style="list-style-type: none"> • To be fully involved in all stages of the planning cycle to ensure full and effective evaluation of children's curriculum experiences, including: planning, organising and managing learning experiences, intervene in/direct experiences, assess quality of experiences and record achievement. • Supervise the activities of individuals and groups of children to ensure their safety and facilitate their physical and emotional development. • Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils. • Use specialist skills to foster the intellectual and social development of children. • Monitor the needs of individual pupils and, in conjunction with teaching staff, to develop appropriate measures to acknowledge progress and achievements, overcome problems and to facilitate physical, emotional and education development of pupils and groups of pupils. • To lead and supervise the work of the team of Teaching Assistants. • To take an active role liaising with the School Leadership Team. • To be responsible for planning of work programmes for individuals, groups and whole classes of children. <p>Professional Duties – Leadership and Management Working collaboratively with the Headteacher/Deputy Head / Teachers</p> <ul style="list-style-type: none"> • To act as a Team Leader and Supervisor for Teaching Assistants. 		



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- To be responsible for supervising and progressing the day-to-day work of Teaching Assistants.
- Attend teaching staff briefings / meetings and disseminate relevant information to Teaching Assistants.
- To be responsible for organising regular team meetings/briefings for Teaching Assistants within the school.
- To be responsible for the induction procedures for newly appointed Teaching Assistants.
- Lead in the planning, preparation and assessment of daily PPA / Management cover sessions
- Liaise with CPD leader and SENCo in the organisation of Teaching Assistant training.

Professional Duties – Classroom/Intervention Support

Teaching and Learning

- Carry out assessment on pupils and record information using online assessment tool.
- Provide ideas, materials (including visual aids) and learning strategies for lessons within the school situation.
- Organise and deliver a skills programme or practical work with groups or individual children.
- Collaborate with the teacher with the overall delivery of lessons and communication with pupils with individual or groups of pupils.
- Prepare, set up and organise displays of work to contribute to the creation of a stimulating environment.
- Regular liaison with other agencies and carers.
- Maintain simple records as directed to enable the assessment of a child's ability and/or progress.
- Assist the teacher at an appropriate level in preparing advice for parents including participation in discussions with parents.
- Co-ordinate the work and liaise with other Teaching Assistants within the school including on the job training of other Teaching Assistants.
- Supervise and assist small groups of pupils in activities set by teacher.
- Assist the teacher with learning activities generally in the classroom.
- Contribute to the planning of work to meet the needs of the National Curriculum and individual needs of pupils and students.
- Contribute to the planning and needs of the Foundation Stage relating to the individual needs of pupils and students.
- Contribute to the formulation of Individual Education Plans, Behaviour Plans and Personal Care programmes, including attendance at SEN reviews and other meetings relevant to the pupil needs.
- Carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- Prepare and organise teaching resources for lessons including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- Helping the teacher with tasks including hearing children read.
- Supporting children to be independent by helping them with tasks.
- Answering questions from pupils.



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- Providing support for English and Maths
- Giving spelling exercises if appropriate to the needs of the pupils.
- Assisting the pupil to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.

Professional Duties - Whole School

- Support the aims and Catholic Ethos of the school.
- Contribute to the overall School Development Plan.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Establish constructive relationships with parents/carers.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Adhere to and maintain school routines and codes of conduct following **all** school policies and procedures including Behaviour, Anti-bullying, Safeguarding and Health and Safety.
- Contribute to effective communication within the school.
- Set a good example in terms of punctuality and attendance.
- Supervise pupils on visits, trips and out of school activities as required.
- Assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.
- Maintain a safe environment at all times and ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning, and reinforce the pupil's self-esteem and resilience through praise and encouragement.
- To maintain personal and professional development to meet the changing demands of the job
- Participate in appropriate training activities and encourage and support staff in their development and training.
- General supervision, counselling and discipline of children and students, within the procedures of the school.
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - the changing of soiled clothing including its disposal in the appropriate way;
 - administering basic first aid (where qualified)
 - with the administering of medicines under the direction of the appropriate medical staff;
 - with the identification and monitoring of children's general health and welfare.

OTHER DUTIES:

- To have due regard to the requirements of the General Data Protection Regulations (GDPR) and any policies of the Academy.



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	<ul style="list-style-type: none">• To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.• To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.• To undertake health and safety duties commensurate with the post and as detailed in the School's Health and Safety Policy.
CONTACTS:	<p>In all contacts you will be required to maintain and develop the Catholic character of the school as defined in our Mission Statement. This is in accordance with the directions given by the Academy Directors, Representatives and subject thereto, the directions given by the Head teacher and to present a good image of the School and Our Lady of Lourdes Catholic Multi-Academy Company as well as to maintain constructive relationships.</p>
ADDITIONAL NOTES:	<ul style="list-style-type: none">• This post is subject to a criminal record check.• The job description is not necessarily a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Head Teacher may require. The Headteacher reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.• Reasonable adjustments will be considered as required by the Equalities Act.• The English fluency duty applies to this post. Person specifications should include that the postholder must have the ability to support pupils and staff and communicate with parents through fluent and accurately spoken English• The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the school and Our Lady of Lourdes Catholic Multi-Academy Company Equal Opportunities Policy.