



Archdiocese of Birmingham
Diocesan Education Service



St Joseph's Catholic Primary School
Part of the St Teresa of Calcutta MAC

Level 3 Teaching Assistant
Job Description

Post: Level 3 Teaching Assistant

Responsible to: Members of the SLT and the HLTA

Position: Full time (32.5 hours a week), Term-time only

Contract type: 12 month fixed-term contract/Permanent

Salary: £23, 194 to £29, 439 (pro-rata)

Main purpose of the post:

- Support the teacher in the classroom and in preparation for lessons.
- Work with class teachers to raise the learning and attainment of pupils.
- Support children in their educational and social development.
- Provide extra support for pupils with special educational needs or disabilities.
- Provide extra support for pupils with English as an additional language.

Main Duties / 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.
Give extra support to children with special educational needs, disabilities or English as an additional language.
Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
Assist the teacher with marking and correcting work, and other administrative tasks.
Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
Listen to children read, read to them and tell them stories.
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.
Supervise group activities.
Create displays from pupils' work.
Develop knowledge of the learning support needs of individual pupils.
Observe pupil performance and pass observations on to the class teacher

Use ICT skills to advance pupils' learning.
Undertake any other relevant duties given by the class teacher.
For the pupils you are supporting:
Aid their learning as effectively as possible.
Clarify and explain instructions.
Ensure they are able to use any equipment and materials provided.
Assist them in weaker areas such as language, behaviour and social skills.
Help them to concentrate on and finish work set for them.
Meet physical needs as required while encouraging independence.
Assist with the development and implementation of EHC plans.
Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher.
Support the use of ICT and computing in learning activities and develop pupils' competence and independence in its use.
Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
Help out with school events, trips and activities.
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 staff, parents/carers and 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.
Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
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.
Take part in training, meetings and reviews.
Develop effective professional relationships with colleagues.
Health and safety
Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) 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.
Maintain a professional portfolio of evidence to support the performance appraisal process.

Take part in the school's appraisal procedures.
Work with other support staff within the school, to support with pupil's learning.
Engage in the CPD opportunities offered, as well as additional CPD undertaken during personal time.
Develop own practice through professional development opportunities offered by the headteacher, and by keeping abreast of new initiatives.
Safeguarding
Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
Promote the safeguarding of all pupils in the school.

You are required to perform any such tasks or duties that may be reasonably assigned to you by the Head Teacher to ensure the smooth running of the school

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school.

Please email completed applications to: recruitment@stjosb7.bham.sch.uk

Closing Date of Application: 09:00am – Monday 12th June 2023

Personal Specification – Level 3 Teaching Assistant

Category	Essential	Desirable
1. Qualifications and experience	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths. • First-aid training, or willingness to complete it. • Previous experience working with children. • Knowledge and understanding of child development and children's and families' needs. • Experience planning and delivering learning activities. • Be willing to undertake further training. 	<ul style="list-style-type: none"> • Previous experience working in a school setting. • Relevant qualification with regard to working with children, such as NVQ 3.
2. Organisation	<ul style="list-style-type: none"> • Ability to plan and organise. • Ability to recognise and identify problems. • Ability to record and pass on information accurately. 	<ul style="list-style-type: none"> • Ability to cope with many roles/ responsibilities. • Understanding of the importance of parental involvement.
3. Skills and Knowledge	<ul style="list-style-type: none"> • Ability to encourage and enable others to develop their full potential. • 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. 	<ul style="list-style-type: none"> • First aid, music, arts and crafts, computing. • Any extra interests related to childcare.
4. Disposition and attitudes	<ul style="list-style-type: none"> • Ability to build relationships and to lead and work as part of a team. • A friendly, helpful, caring and flexible approach. • Open-mindedness and patience. • A commitment to equal opportunities. 	<ul style="list-style-type: none"> • High levels of self-confidence. • Ability to relate well to other professionals.

	<ul style="list-style-type: none"> • Ability to maintain confidentiality in all school matters. 	
5. Physical attributes and other circumstances	<ul style="list-style-type: none"> • Ability to physically fulfil the responsibilities of the post. • Willingness and ability to attend appropriate meetings and training. • Reasonable personal presentation. • Excellent punctuality. • Enjoyment of working with children • 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 safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people • To support the Catholic ethos of the school. 	<ul style="list-style-type: none"> • Flexible approach.

This job description may be amended at any time in consultation with the post holder.

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people.

The position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove the right to work in the UK.

A Google Internet search will be conducted for all applicants who are shortlisted in line with Safer Recruitment guidelines.