



St Edmund Campion Catholic School

JOB DESCRIPTION

To model Catholic moral purpose and an enthusiasm for making a positive difference for children and to engender in others the belief that schools have a crucial role to play in changing lives and improving life chances.

St. Edmund Campion Catholic School exists as part of a partnership of home, parish and school, which together educate and pass on the Faith to our children. We aim to assist parents in their God given role as educators by providing a Catholic secondary education.

As a Catholic school, our aim is to develop a community which is based on the teachings of Jesus Christ and guided by the Holy Spirit. It is a community based on love, trust and respect, in which young people develop as fully integrated persons in Christ.

Together we strive for every member of our community to achieve their full potential, academically, personally and spiritually in the atmosphere of high quality personal relationships.

Job Title: Teaching Assistant

Grade: GR2

JOB DESCRIPTION

Job Title: Teaching Assistant Level 2

Grade: GR2

No of Posts: 2

1.0 JOB PURPOSE:

- 1.1** To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

2.0 DUTIES AND RESPONSIBILITIES:

2.1 Support for Pupils

2.1.1 Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being

2.1.2 Support students with special needs

2.1.2.1 Sensory and/or physical impairment

- 2.1.2.2 Cognition or learning difficulties
 - 2.1.2.3 Behavioural, emotional and social development needs
 - 2.1.2.4 Communication and interaction difficulties
 - 2.1.24 To deal with the personal care needs of students where appropriate in line with the guidance of the local authority
 - 2.1.3 To deliver interventions designed to raise student achievement to students in small groups and on a 1:1 basis
 - 2.1.4 To take part in assessing students' progress
 - 2.1.5 To provide access arrangements for students in examinations as required
 - 2.16. To liaise with parents, other teachers/support staff, outside agencies and any other stakeholders when necessary
- 2.2 Support for the teacher(s)
 - 2.2.1 Provide support for learning activities by
 - 2.2.1.1 Supporting the teacher in the planning and evaluation of learning activities
 - 2.2.1.2 Supporting the delivery of learning activities
 - 2.2.1.3 Support in a form group as a co-tutor to a tutor group
 - 2.2.2 Support in organising effective learning environments and maintaining appropriate records
 - 2.2.3 Support literacy and numeracy activities in the classroom
 - 2.2.4 Support the maintenance of pupil safety and security
 - 2.2.5 Contribute to the management of pupil behaviour by
 - 2.2.5.1 Promoting school policies with regard to pupil behaviour
 - 2.2.5.2 Supporting the implementation of strategies to manage pupil behaviour
 - 2.2.6 Undertake routine marking in line with school policy
 - 2.2.7 Provide clerical/admin. support, e.g., photocopying, administer coursework
 - 2.2.8 Undertake break, lunch and after school duties as per the duty rota

- 2.3** Support for the school
 - 2.3.1** Provide support to colleagues
 - 2.3.2** Develop own effectiveness in a support role
- 2.4** Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.
- 2.5** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.6** To ensure their tasks are carried out with due regard to Health and Safety
- 2.7** To participate in appropriate professional development including adhering to the principle of performance management.
- 2.8** To adhere to the ethos of the school
 - 2.8.1** To promote the agreed vision and aims of the school
 - 2.8.2** To set an example of personal integrity and professionalism
 - 2.8.3** Attendance at appropriate staff meetings and parents evenings within working hours
- 2.9** Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

3. SUPERVISION

3.1 LINE MANAGER: Emma Taintey

3.2 JOB TITLE: SENCO

3.3 Left to work within established guidelines subject to scrutiny by line manager

4. SPECIAL CONSIDERATIONS

You have specific responsibilities under Health and Safety/Child Protection legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Co-operate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

- Report any safeguarding children / child protection concerns to one of the school's designated senior persons (DSP).

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties

Signature of Post Holder:

Date:

Signature of Head teacher:

Date: