



# 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 Level 3

**Grade:** GR3

### **1. JOB PURPOSE:**

**1.1** To be part of the Student Support Team and to contribute to raising the achievement of students with Special Educational Needs, Disabilities, English as an Additional Language and/or Low Prior Attainment

### **2. DUTIES AND RESPONSIBILITIES:**

- 2.1** To identify barriers to achievement and contribute to Individual Support Plans as appropriate
- 2.2** To have responsibility for a specific cohort of students with Statements of SEN/Educational Health and Care Plans or high levels of need, ensuring their achievement in all areas by working closely with their parents and teachers
- 2.3** To liaise with subject teachers and contribute to the planning of learning activities in order to raise achievement of students with SEND, EAL or low prior attainment, through effective differentiation, pre-tutoring and/or supporting learning in lessons.
- 2.4** To plan, deliver and evaluate the impact of literacy and numeracy interventions in order to raise students' achievement across the curriculum
- 2.5** To plan, deliver and evaluate the impact of programmes aimed at improving student behaviour and emotional resilience, e.g. Anger management, Conflict resolution, Managing Emotions

- 2.5** To plan, deliver and evaluate the impact of specific, personalised interventions designed to raise student achievement
- 2.7** To keep records and assist with the assessment and monitoring of pupil progress, including marking assessments
- 2.8** To provide access arrangements for students in examinations as required
- 2.9** To supervise and support students placed in Student Support
- 2.10** To supervise vulnerable students before school, during breaks and lunchtimes as allocated on a rota basis
- 2.11** To maintain regular contact with the families/carers of allocated students to keep them informed of progress and to secure positive family support and involvement
- 2.12** To assist with referrals to outside agencies as appropriate and to attend meetings with relevant professionals
- 2.13** To develop a specialism within the Student Support Team and contribute to training sessions for all staff
- 2.14** To be a tutor for a specific form group, supporting both PSHE work and academic mentoring of students in your form
- 2.15** To assist with classroom and corridor displays and to support with general administrative duties when required
- 2.16** To undertake appropriate professional development including adhering to the principle of performance management
- 2.17** To deal with the personal care needs of students where appropriate in line with the guidance of the local authority
- 2.18** To ensure all tasks are carried out with due regard to Health and Safety
- 2.19** To adhere to the ethos of the school
  - 2.19.1** To actively promote the distinctive Catholic ethos of the school
  - 2.19.2** To promote the agreed vision and aims of the school
  - 2.19.3** To set an example of personal integrity and professionalism
  - 2.19.4** Attendance at appropriate staff meetings
- 2.20** Any other duties as commensurate with the grade in order to raise student achievement or ensure the smooth running of the school

### **3. SUPERVISION**

**3.1** LINE MANAGER: Emma Taintey

**3.2** JOB TITLE: SENDCo

**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