



## HOLY TRINITY CATHOLIC SCHOOL

"Learn to Love, Love to Learn"

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Head Teacher: Mr Colin Crehan



A St. Teresa of Calcutta  
Multi Academy Company  
School

## JOB DESCRIPTION

### Teaching Assistant (SEND)

*Holy Trinity Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be requested to apply for Enhanced Disclosure from the Criminal Records Bureau, although a criminal record will not necessarily be a bar to obtaining the position.*

**Post Purpose:** To support teaching staff in the development and education of children with (SEND) including the provision of specialist skills and knowledge at an advanced level across a range of disciplines. To support teaching staff in the development and education of children across all aspects of school.

**Reporting to:** SENCo

**Salary:** Salary Range: Grade 2 - Point 03 (£20,812) - Point 08 (£22,777)

**Liaising with:** SENCo, learning mentors, teaching staff, behaviour leads and other staff where applicable

**Duties and Responsibilities to include:**

- 1.1 To undertake the duties of a teaching assistant level 2 and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision
- 1.2 Support for Pupils
  - 1.2.1 Use specialist skills to meet the intellectual, physical, social and emotional needs of pupils.
  - 1.2.2 Assess the needs of pupils and contribute to the development of Individual Education Plans.
  - 1.2.3 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

- 1.3 Support for Teachers- Assist designated teacher(s) with the teacher's responsibilities for planning and teaching the agreed curriculum, and, at the teacher's direction, specifically to
  - 1.3.1 Implement and evaluate specific curriculum plans and activities prepared by the teacher to meet individual needs of pupils
  - 1.3.2 Organise and manage learning sessions with specified groups of pupils
  - 1.3.3 Monitor and assess specified individuals and groups of pupils in accordance with the monitoring and assessment arrangements for the school
  - 1.3.4 Provide information and reports as required on the achievement and progress of pupils
  - 1.3.5 Work with parents to enhance pupils' learning and development including taking the lead role in home visits if required.
  - 1.3.6 Support the work of other teaching assistants in the class
- 1.4 Support for the school
  - 1.4.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
  - 1.4.2 Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
  - 1.4.3 Contribute to the overall ethos/work/aims of the school.
  - 1.4.4 Attend and participate in relevant meetings as required.
  - 1.4.5 Participate in training and other learning activities and performance development as required.
  - 1.4.6 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
  - 1.4.7 Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
  - 1.4.8 Assist with the supervision of pupils with another support staff during the first day of the absence of your class teacher.
- 1.5 To adhere to the ethos of the school
  - 1.5.1 To promote the agreed vision and aims of the school
  - 1.5.2 To set an example of personal integrity and professionalism
- 1.6 Attendance at appropriate staff meetings, parents evenings and any other duties as commensurate within the grade in order to ensure the smooth running of the school

## **Person Specification - Teaching Assistant SEND**

### **Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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<b>Criteria</b>	<b>Essential</b>	<b>MOA</b>
<b>Education/ Qualifications</b> NB: Full regard must be paid to overseas qualifications.	NVQ level 2 or equivalent plus appropriate experience	AF/C
	Requires the possession of Literacy and Numeracy at Level 2 or higher.	AF/C
<b>Experience</b> Relevant work and other experience	Experience as a teaching assistant  SEN experience is preferable	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	Understanding of strategies for teaching and learning	AF/I
	Understanding of the national curriculum	AF/I
	Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting	AF/I
	Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils	AF/I
	Ability to contribute to assessment and monitoring of pupil progress	AF/I
	Good communication and interpersonal skills	AF/I
	Good organisational and time management skills	AF/I
	Ability to work collaboratively with teachers and others	AF/I
	Ability to take responsibility and work with autonomy within set boundaries	AF/I

<b>Training</b>	Willingness to undertake further professional training as appropriate	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date: