



St Ursula's Convent School

A Humanities College and Teaching School

Teaching Assistant

Accountable to	SENCo
Grade	Scale 1
Hours	35 hours per week
Weeks	39 weeks per year (term time + INSET)
Salary	£20,466-£20,835 pro rata
Start	September 2020

Main purpose of the job

- To set up, maintain and be responsible for, withdrawal, spelling, numeracy and social groups as necessary and develop suitable teaching resources for these initiatives providing quality support for students with additional/special educational needs.
- To contribute to facilitating student access to the education system, promoting inclusion, assessing and supporting achievement and monitoring against pre-defined objectives.
- Assisting teachers to prepare the classroom and to prepare learning materials. To prepare the classroom equipment and computers for use by students ensuring that equipment or materials are suitable for the learning activities and prepare, design and adapt other materials where necessary.

Specifically

- Assisting teachers in the planning and delivery of class activities and promoting independence using strategies to recognise and reward achievement of self-reliance.
- To establish productive relationships with students and the setting of high expectations and to organise appropriate learning environment and resources.
- To contribute to the management of student behaviour within established policies and procedures.
- To pass on information about students' personal and educational needs to parents/carers, the class teacher and other staff as appropriate. To contribute to team meetings and review meetings. To assist in the assessment recording and reporting of student progress. Reporting to the teacher and giving feedback to students on their progress.
- To assist in the review process of children on the SEN register and to contribute to observations and records on an individual's progress producing written reports where necessary.

- To organise and take part in activities and events, both in and out of school, as required and to accompany and support children on outings from school as necessary.
- To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies.
- To maintain the health and safety of students and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards, which cannot be dealt with, to your line manager.
- To manage the behaviour of students whilst they are undertaking the work set, to ensure a constructive environment, referring any issues via agreed school policies/procedures.
- To respond to questions from students about process and procedure of the work set and provide general support.
- To be responsible for the distribution and collection of work/resources and returning to the appropriate teacher with relevant feedback.
- To promote the catholic ethos of the school
- To support the school/Borough Equal Opportunities policies.

To undertake any other responsibilities which the Headteacher may reasonably require in line with the grade of this post

**ST URSULA'S CONVENT SCHOOL
PERSON SPECIFICATION
TEACHING ASSISTANT**

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Good general standard of education • Good numeracy / literacy / ICT skills (GCSE grade C or above or equivalent) 	<ul style="list-style-type: none"> • Safeguard training • Experience of supporting SEN pupils • First Aid trained • Effective use of ICT to support learning • Use of other equipment technology – video, photocopier
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> • Previous experience of working with children / young people within an educational setting • Skills to manage classroom activities and the physical learning spaces safely • Have the ability to work calmly under pressure and adapt quickly and effectively to changing circumstances/situations. • Organise and keep effective records. • Understand and be able to use a range of strategies and resources for classroom learning 	<ul style="list-style-type: none"> • General understanding of national/foundation stage curriculum and other basic learning programmes and strategies • Basic understanding of child development and learning • An understanding of classroom roles and responsibilities
Personal Qualities	<ul style="list-style-type: none"> • Excellent record of punctuality and attendance • Excellent written and verbal communication skills • Good interpersonal skills with children and adults. • Motivated, enthusiastic and flexible • Effective time management skills • Work constructively as a part of a team • Awareness and commitment to equality and diversity, health and safety and safeguarding. • Supportive of the School's Catholic Ethos 	