

METROPOLITAN BOROUGH OF KNOWSLEY

SCHOOL	ALL SAINTS CATHOLIC HIGH SCHOOL
POST TITLE	TEACHING ASSISTANT
GRADE	D (SCP 5 - 6) 27.75 hours per week, 43 weeks per year. Actual Salary £14,979 to £15,229 plus SEND Allowance (£893)
RESPONSIBLE TO	DESIGNATED SAFEGUARDING LEAD

MAIN PURPOSE

To work within the school's Affirmation Centre providing support for pupils who require help to enable them access to their learning and make a successful transition back into mainstream lessons where appropriate.

MAIN DUTIES

Support for Pupils

- Under the supervision of the Affirmation Centre Lead or Class Teacher, to work with individuals and groups of pupils, including those with special needs, to deliver learning programmes.
- To establish good relationships with pupils acting as a role model.
- To promote inclusion and acceptance of all pupils, self-esteem and independence.
- To encourage pupils to interact with others and engage in activities led by the lead member of staff.
- To provide feedback to pupils in relation to progress and achievement under the guidance and direction of the lead member of staff.
- To promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with school policy.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
- To assist the pupils with personal needs as appropriate.
- To undertake routine tests and invigilate exams.
- To establish good working relationships with parents/carers.
- To undertake pupil record keeping as requested.
- To contribute to the review of pupils' needs.
- To escort pupils as necessary and assist in movement around the school.

Support for Teaching and Learning

- To provide support for structured and agreed learning activities/programmes, taking into consideration pupils' learning styles.
- To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities and develop pupils' competence and independence in their use.

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
- To be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- To contribute to the school ethos, aims and development/improvement plan.
- To work as part of a team appreciating and supporting the role of other people in the team.
- To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
- To accompany other staff and pupils on visits, trips and out of school activities within contracted hours as required.
- To attend and participate in meetings as required.
- To assist with the organisation, routines and upkeep of the wider learning environment.
- To undertake personal development through training and other learning activities including performance management as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

Attributes	Competency
<p>Qualifications, Knowledge and Training</p>	<p>Essential</p> <ul style="list-style-type: none"> ● Demonstrably strong Literacy and Numeracy skills. ● Ability to undertake further training and development as required. <p>Desirable</p> <ul style="list-style-type: none"> ● GCSE grade C/4 in English Language and Mathematics or equivalent Level 2 qualification in Literacy and Numeracy. ● Level 2 Teaching Assistant qualification (or equivalent). ● Knowledge of child development. ● Knowledge of special educational needs and disabilities (SEND). ● Knowledge/understanding of national curriculum and other basic learning programmes/strategies. ● Effective use of ICT to support teaching and learning. ● First aid knowledge/qualification.
<p>Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> ● Experience of working with and/or caring for children. ● Ability to relate well to others. ● Excellent communication skills, both verbal and written. <p>Desirable</p> <ul style="list-style-type: none"> ● Experience of working in an educational setting. ● Experience of working with pupils with SEND. ● Previous care or medical experience.
<p>Personal Qualities and Skills</p>	<p>Essential</p> <ul style="list-style-type: none"> ● A passion for education and a commitment to raising standards. ● The ability to build positive relationships with pupils, parents/carers, colleagues and other professionals. ● Patience, enthusiasm and a caring nature. ● Flexibility, adaptability and the ability to remain calm under pressure. ● A strong organisational skills and the ability to prioritise tasks effectively. ● Ability to work effectively as part of a team and using your own initiative. ● A strong commitment to safeguarding and promoting the welfare of children. <p>Desirable</p> <ul style="list-style-type: none"> ● The ability to differentiate learning activities to meet the individual needs of all pupils. ● Dealing with complex behaviour/emotional needs. ● Detailed knowledge of the wide variety of SEND.

