

# Bishop Ullathorne Catholic School

## Job Description

<b>Job Title:</b>	Teaching Assistant (Term time only)
<b>Salary:</b>	Grade 3 Point 4 - £18,480 - £19,368 (actual)
<b>Hours:</b>	Hours per week – 30.75 hours per week (6.15 hours per day) 8.30am – 3.15pm Monday to Friday (Term time only)
<b>Responsible to:</b>	SENDCo
<b>Liaison with:</b>	Pupils, Teaching and Support staff

To support the SENDCo with their responsibility for the development and education process in the classroom or in a group setting, by providing care, teaching and supervision to a specific young person with profound deafness and communication needs. To work alongside other young people including those who have special physical, emotional and educational needs. **It is essential that the successful candidate must possess a Level 1 in British Sign Language (BSL).**

**Please note this is a rolling duration contract to support a single student. If there was a change in circumstances the contract would end with a four week notice period.**

### Job description

Under the direction and control of the SENDCo and sensory team:

- Supervise and support the learning activities of a young man who is profoundly deaf and has significant communication needs
- To support the student to learn British Sign Language and communicate with other staff and students
- Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of this individual student
- Monitor the individual student's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
- Use strategies in liaison with professionals, to support student to achieve learning goals.
- Assist with the planning of learning activities for use in 1-1 or group activities, preparing or modifying work for the individual student.
- Create personalized resources to support student with communication and learning
- Support the young man around the school site

- Assist with the implementation of programmes designed by other professionals such as the sensory team.
- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.

**Job responsibilities and tasks may also include some of the following:**

- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of students outside of lesson times, including before and after school and during lunchtime.
- Assist with group activities within and away from the classroom/school, such as PE and educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings, as required.
- Any other duties and responsibilities within the range of the salary grade.
- All duties and responsibilities must be carried out with due regard to the Health and Safety Policy.

**Bishop Ullathorne Catholic School  
Person Specification**

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of relevant</li> </ul>	Essential
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	<p>codes of practice and legislation.</p> <ul style="list-style-type: none"> <li>• Understanding of child development and learning.</li> <li>• Training in relevant learning strategies for children with profound hearing loss.</li> </ul>	<p>Essential</p> <p>Desirable</p>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• To support the distinctive ethos of this catholic school.</li> <li>• Ability to relate well to children and adults.</li> <li>• To work constructively as part of a team.</li> <li>• Ability to self-evaluate learning needs.</li> <li>• High levels of integrity and professionalism.</li> <li>• Being able to demonstrate positive attitudes, values and behaviours.</li> <li>• Motivated, enthusiastic and flexible.</li> <li>• Effective communication skills.</li> <li>• Excellent administrative and interpersonal skills.</li> <li>• Understanding of learning needs.</li> <li>• Patience.</li> <li>• Good sense of humour.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age and/or with specific special needs.</li> <li>• Primary school experience</li> </ul>	<p>Essential</p> <p>Desirable</p>
<b>Education</b>	<ul style="list-style-type: none"> <li>• GCSE Grade 4/C or equivalent in maths and</li> </ul>	<p>Essential</p>

	<p>English</p> <ul style="list-style-type: none"> <li>• British Sign Language (BSL) Level 1 – minimum</li> <li>• NVQ Level 2 for Teaching Assistants or equivalent qualification and experience.</li> </ul>	<p>Essential</p> <p>Essential</p>
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