



# *Our Lady of the Assumption Catholic Primary School*



## **Job description: Education Assistant**

### **Job details**

**Job title:** Teaching Assistant

**Salary:** Grade 2

**Hours:** 28.75

**Contract type:** Term Time Only (39 weeks)

**Reporting to:** Class Teacher

**Responsible for:** N/A

### **Main purpose**

Working under the overall direction of the responsible teacher, assist and support teaching and learning, provide general care, safety and welfare of pupils, including pupils with special educational needs. Currently based in KS1 however this is changeable.

### **Duties and responsibilities**

- Assist in the delivery of lessons/sessions and interact with the teacher and pupils as required.
- Undertake agreed learning activities or teaching interventions and adjust according to pupil responses.
- Support and use ICT in learning activities and develop pupils' competence and independence in its use.
- Support individuals during independent or group work.
- Help pupils develop communication skills and role play activity.
- Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.
- Promote independence and development of self-esteem.
- Assist in the personal, social, emotional development of pupils.
- Assist with the development and implementation of IEPs/EHCP/My Support Plans.
- Use any specialist skills/knowledge/training to provide support.
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set.
- Identify and report uncharacteristic behaviour patterns.
- Assist with pupil intervention strategies following training, e.g. physical restraint.
- To provide personal/hygiene support to pupils as required by personal plans.
- To undertake first aid training and provide first aid cover if required.

- Monitor individual achievements of key objectives and feedback to the teacher.
- Contribute to pupil assessment through observation and reporting.
- Record information relevant to assessment and review of pupil's progress.
- Attend review meetings where relevant for individual pupils including those connected to Education and Health plans.
- Support implementation of strategies to help manage pupil behaviour.
- Liaise with Parents/Carers, specialist teachers and other professional staff and share and provide information.
- Understand and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Understand the school's policies relevant to the specialists subject/support provided and how they relate to local and national frameworks/policies.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/aims of the school.
- To keep informed of school policy and updated information.
- To provide supervision of named pupils, including break times and promotion of positive play.
- Any other duties and responsibilities within the range of the salary grade

## Safeguarding Children and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Education Assistant plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition, disqualification and reference checks.

### Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ A good general education, including GCSE English and Maths or equivalent.</li> <li>➤ Hold a recognized and relevant NVQ Level 2</li> <li>➤ Evidence of continuous professional development relating to curriculum, teaching and learning</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Experience of working with children, including children with Special Educational Needs</li> <li>➤ Have a good level of knowledge and understanding of areas of the curriculum</li> <li>➤ Have good communication and listening skills and be able to present information verbally and in writing to others</li> <li>➤ Have attended further training on aspects of the curriculum or areas of specific special need</li> <li>➤ Understand schools' policies and how they relate to local and national frameworks/policies, e.g. (child protection, health and safety, equal opportunities, SEN, etc.)</li> <li>➤ Can solve problems and can exercise initiative and independent action</li> <li>➤ Is proactive in offering ideas</li> <li>➤ A commitment to professional development</li> </ul>

<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>➤ A positive interest in working with students, and an ability to inspire them</li> <li>➤ Basic understanding of child development and learning</li> <li>➤ Have additional communication skills</li> <li>➤ Can use ICT effectively to support learning and use other technology equipment</li> <li>➤ Adaptability to a range of situations, i.e. when classes need to change at short notice</li> <li>➤ Ability to build good working relationships with a range of colleagues</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Catholic ethos of the school</li> <li>➤ Is articulate and approachable with excellent interpersonal communication skills both verbally and in writing</li> <li>➤ An exemplary record of health and punctuality</li> <li>➤ To work collaboratively and effectively as part of a team</li> <li>➤ To work with colleagues in providing for the intellectual, physical, social, spiritual and emotional needs of the children</li> </ul>

## Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** April 2022

**Head teacher/line manager's signature:**

**Date:**

**Postholder's signature:**

**Date:**