



Christ The King Catholic Primary School Higher Level Teaching Assistant



**Grade 4 £19,698 - £23,080 pro rata
per annum based on hours and weeks
worked**

**Term time only plus teacher training days (39 weeks)
35 hours per week**

**Initial one-year fixed contract (to be reviewed after 12 months)
Required September 2021**

Christ The King Catholic Primary School provides an excellent, Christ centred education through inspirational teaching and empowerment of all pupils to reach their full potential spiritually, intellectually, physically, socially and morally, in a happy, caring, stimulating environment promoting self-esteem and confidence.

We are based on two sites – Nursery, Foundation and Key Stage 1 on Westhill Road, and Key Stage 2 on Scots Lane. We are a two-form entry school with capacity for 420 pupils and a 52-place nursery.

We wish to appoint an enthusiastic and talented Higher Level Teaching Assistant to work in supporting pupils to reach their potential – as individuals and as part of our successful and strong faith community.

The successful candidate will:

- be an excellent team player
- be committed to providing an excellent support service to the children, staff, parents and local community
- have the ability to inspire and motivate
- have high standards and expectations.

Christ The King Catholic Primary School became part of the Holy Cross Catholic Multi Academy Company from 1 September 2019 along with Cardinal Newman Catholic Secondary School, Bishop Ullathorne Catholic Secondary School and St Augustine's, St Thomas More, St Elizabeth's and St John Vianney Catholic Primary Schools, which are all located in Coventry

Our MAC motto is "Achieving together in Faith". This is an exciting time to join our school as our school communities unite to provide an outstanding catholic education for all of our pupils.

We have a fantastic commitment to professional development and believe that the right person can make a real difference. We spend dedicated time on professional development through pedagogy led sessions, breakouts, coaching and other professional activities.

All our employees uphold the Catholic ethos of the school regardless of their own belief system, as we strive to provide the best education for our young people. All appointments are subject to an enhanced DBS clearance. We are committed to safeguarding and promoting the welfare of children and young people."

For more information or to arrange a visit to the school, please contact the school, on 024 7633 5790.

Application packs are available to download from our school website:
<https://www.ctk.coventry.sch.uk/vacancies/>

Closing Date: Noon on Wednesday 14th July 2021

Interviews: Friday 16th July 2021

Application forms should be emailed to Mrs Bansal, Admin Manager: nbansal@ctk.coventry.sch.uk



Christ The King Catholic Primary School

Higher Level Teaching Assistant



Job Description

Job Purpose

To work collaboratively with classroom teachers in their responsibility for the development and education process by utilising detailed knowledge and specialist skills to undertake 'specified work' and provide care and supervision to children/young people.

Duties and Responsibilities

OUTLINE RESPONSIBILITIES AND TASKS

Under the direction and supervision of teaching/senior staff:

- Undertake appropriate planning and preparation of lessons and courses for individuals, groups and whole classes.
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
- Assess the development, progress and attainment of pupils.
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

1. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups of pupils or a whole class as appropriate.
2. Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
3. Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
5. Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.

6. Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
7. Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils.
8. Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
9. Ensure that pupils are able to safely use equipment and materials provided.
10. Provide support for local and national learning strategies e.g. Literacy, Numeracy, Early Years.
11. Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
12. Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
13. Establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, to support achievement and pupil progress.
14. Assist the teacher in monitoring and analysing records of pupils' progress.
15. Utilise ICT in learning activities and develop pupils' competence and independence in its use.
16. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical** staff;
 - assist with the identification and monitoring of children's general health and welfare.
17. 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.
18. Support and contribute to the overall ethos/work/aims of the school.
19. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
20. Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits.

21. 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.
22. Attend and participate in relevant meetings as required.
23. Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom.
24. 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 Holy Cross Catholic MAC Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Holy Cross Catholic MAC Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

NOTE

There is no requirement for a Teaching Assistant to attend for work outside the contractual hours of work for the post. Any attendance of a Teaching Assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the Teaching Assistant and Head Teacher (or Teacher acting on Head's behalf). This will include the basis upon which attendance will be undertaken i.e. time off in lieu or paid time at the appropriate rate.

If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.

Responsible to: Head Teacher/Governing Body



Christ The King Catholic Primary School

Higher Level Teaching Assistant



Person Specification

Knowledge	<ul style="list-style-type: none">• Full working knowledge of relevant policies/codes of practice and understanding of relevant legislation.• A full working knowledge of National Curriculum and/or EYFS and other relevant learning programmes.• Understanding of the principles of child development and learning processes and in particular, barriers to learning.• A full understanding of the range of support services and providers.
Skills and Abilities	<ul style="list-style-type: none">• Ability to plan effective actions for pupils at risk of underachieving.• Ability to self-evaluate learning needs.• Ability to relate well to children and adults.• To work constructively as part of a team.• Effective organisational skills.• Ability to organise, lead and motivate a team.
Experience	<ul style="list-style-type: none">• Experience of working with children of relevant age or with general/specific special needs.• Experience of supervising a team.
Educational	<ul style="list-style-type: none">• NVQ Level 3 for Teaching Assistants or equivalent qualification.• 4 GCSE'S or equivalent Grade A-C or equivalent to include English & Maths or the ability to show the equivalent skills Meet Higher Level Teaching Assistant standards.• A willingness to participate in in-service training and professional development.• Training in relevant strategies e.g. Literacy and/or in a particular curriculum/learning area e.g. ICT, Maths.• Possession of a current first aid certificate or willingness to undertake training for this qualification.
Special Requirements	<ul style="list-style-type: none">• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).