

JOB DESCRIPTION

POST: Advanced Teaching Assistant (ATA) Early years	
GRADE: 5 (8-13) £20852-£23023 pro rata	
RESPONSIBLE TO: Executive Head Teacher / Head of School / Class Teacher	
St George's Catholic Primary School would like to appoint an Advanced Teaching Assistant to support our Early Years Foundation Stage Teacher for 5 days per week starting as soon as possible.	
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate
Supporting Learning & Development	<ul style="list-style-type: none"> • Assist in and contribute to the planning of learning/behaviour activities as directed by the teacher • Assist in the delivery of the learning process under the direction of the class teacher and other appropriate staff. • Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students • Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning • Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies • Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs • Assist in escorting and supervising pupils on educational visits and out of school activities • Undertake break supervision as required
Communication	<ul style="list-style-type: none"> • Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals • Communicate effectively with all pupils, families, carers and other agencies / professionals
Sharing information	<ul style="list-style-type: none"> • Share information confidentially about pupils with teachers and other professional as required • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings

Administration/Other	<ul style="list-style-type: none"> • Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work • Support the use of ICT and adhere to relevant policies • Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations • Participate in appraisal, training and other learning activities
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • Work with colleagues and others to maintain health, safety and welfare within the working environment
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils • Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values
Customer Service	<ul style="list-style-type: none"> • SCRCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • SCRCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values

PERSON SPECIFICATION
JOB TITLE: Advanced Teaching Assistant

Essential upon appointment	Desirable on appointment	How Identified (application form-AF, qualification certificates -CQ, references-R, interview-I)
Knowledge <ul style="list-style-type: none"> ● An awareness of child/young person's development and learning ● An understanding that children/Young people have differing needs 	<ul style="list-style-type: none"> ● Knowledge of Behaviour management techniques ● Knowledge of Child Protection and Health & Safety policies and procedures ● Knowledge of inclusive practice 	AF/I
Experience <ul style="list-style-type: none"> ● Experience appropriate to working with children in a learning environment 		AF/I
Qualifications <ul style="list-style-type: none"> ● Relevant NVQ Level 3 qualification or equivalent 	<ul style="list-style-type: none"> ● Appropriate first aid training (Dependent on the school's needs - insert as appropriate) 	CQ
Occupational Skills <ul style="list-style-type: none"> ● Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families, and carers ● Good understanding of child/ young people's development and learning processes ● Understanding of individual children and young people's needs. ● Good reading, writing and numeracy Skills 	<ul style="list-style-type: none"> ● Basic ICT Skills 	AF/I
Personal Qualities <ul style="list-style-type: none"> ● Demonstrable interpersonal skills. ● Ability to work successfully in a team. ● Confidentiality ● Flexibility 	<ul style="list-style-type: none"> ● Creativity 	AF/I
Other Requirements <ul style="list-style-type: none"> ● To be committed to the school's policies and ethos ● To be committed to Continuing Professional Development ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with challenging behaviours and attitudes 		AF/I

<ul style="list-style-type: none"> ● Ability to use authority and maintaining discipline ● An empathy for equality & diversity ● The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 		
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These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the SCRCAT may determine.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

We require the successful applicant to undertake an enhanced Criminal Record check via the Disclosure and Barring Service.

The role will involve contact with children and engaging in regulated activity with children.