



ST MARY'S COLLEGE

JOB DESCRIPTION & PERSON SPECIFICATION

SECTION: PASTORAL **GRADE: 3**

JOB TITLE: TEACHING ASSISTANT **DATE PREPARED: JUNE 2011**
LEVEL 1

JOB HOLDER: **REPORTING TO: SENCO**

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the School's Equal Opportunities in Employment Policy.

PURPOSE: To work under the direct instruction of teaching/senior staff to support access to learning for pupils and provide general and specific assistance in the management of pupils.

PRINCIPAL ACCOUNTABILITIES:	
<i>Please note decision making must be included within the Principal Accountabilities</i>	
Support for pupils	
1	To promote and safeguard the welfare of children and young people.
2	Supervises and supports pupils ensuring their safety and access to learning in the classroom.
3	Establishes good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
4	Promotes the inclusion and acceptance of all pupils
5	Encourages pupils to interact with others and engage in activities led by the teacher
6	Encourages pupils to act independently as appropriate
Support for the teacher	

7	Be aware of pupil problems/progress/achievements and report to the teacher as agreed
8	Supports the teacher in managing pupil behaviour, reporting difficulties as appropriate
9	Undertakes pupil record keeping as requested
10	Gathers/report information from/to parents/carers as directed
11	Provides clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

Support for the Curriculum

12	Supports pupils to understand instructions
13	Supports pupils in respect of local and national learning strategies e.g. literacy, numeracy as directed by the teacher
14	Supports pupils in using basic ICT as directed
15	Prepares and maintains equipment/resources as directed by the teacher and assists pupils in their use

Support for the School

16	Is aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
17	Is aware of and supports difference and ensure all pupils have equal access to opportunities to learn and develop
18	Contributes to the overall ethos/work/aims of the school
19	Appreciates and support the role of other professionals
20	Participates in training and other learning activities and performance development as required and attends relevant meetings as required
21	Assists with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
22	Accompanies teaching staff and pupils on visits, trips and out of school activities as required

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Mary's College, as your employer and you as an employee of the school. In addition to the School's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the School's H&S policy

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the School.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

None.

2. Responsibility for Customers/Clients:

Responsible for supporting the learning and welfare of students in their daily care
Responsible for ensuring good order in groups of students under their supervision
Responsible for keeping parents informed about progress.

3. Responsibility for Budgets:

None

4. Responsibility for Physical Resources:

None

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

Students in their daily care
Colleagues within the Pastoral team

2. With Any Other Areas

Working alongside teaching staff in the classroom or in Pastoral Centre
Working alongside first aid officer
Working alongside other support staff within the school

3. With External Bodies to the School

None

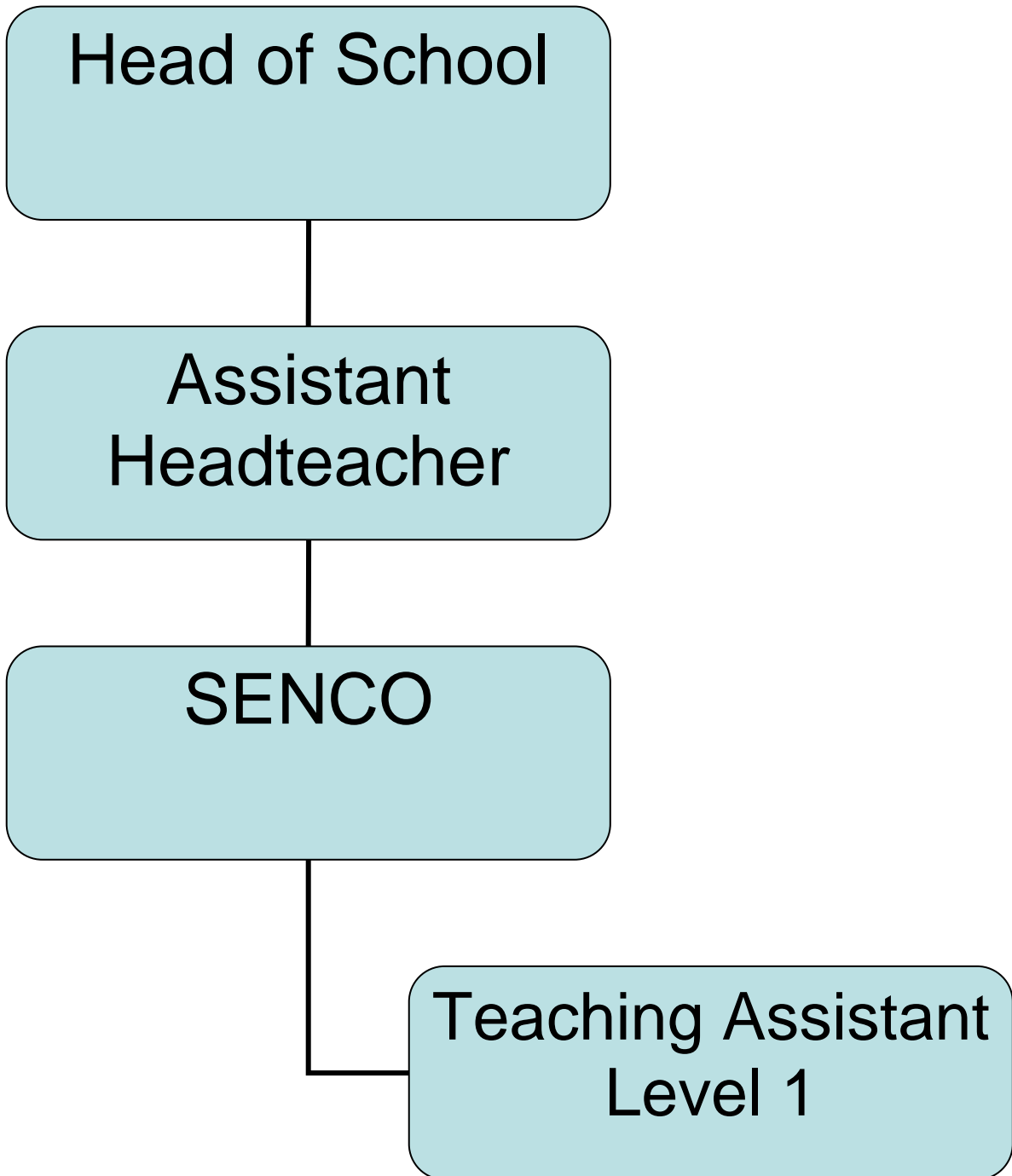
ORGANISATION CHART:

Head of School

Assistant
Headteacher

SENCO

Teaching Assistant
Level 1



	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			√				
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		√					
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			√				

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
1.	Qualifications:			
	Good standard of general education including a good applied literacy and numeracy skills	√		AF / CQ
2.	Relevant Experience:			
	Experience working with families and young people		√	AF / I / R
	Recent experience working in an educational environment		√	AF / I / R
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	√		I / R
	Ability to form and maintain appropriate relationships and personal boundaries with children	√		I / R
	Ability to help develop a positive culture of high standards, expectations and achievements	√		I / R
	Ability to help with individual pupil needs and aspirations	√		I / R
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	√		I / R
	A knowledge of IT		√	AF / I
	A knowledge of First aid		√	AF / I
	A knowledge of Health & Safety		√	AF / I
5.	Interpersonal/Communication Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people.	√		I / R
	Ability to work constructively as part of a team, understanding classroom roles and working within this position.	√		I / R
	Written Skills			
	Basic written/e-mail correspondence conveying simple instructions, guidance or information.	√		AF
6.	Verbal Skills			

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
	The ability to interact with all, using courtesy, tact, influencing and basic counselling and negotiating skills as required.	√		I / R
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Criminal Records Bureau (if ticked as an essential requirement).	√	N/A	CRB Disclosure
	If the postholder requires a CRB disclosure the candidate is required to declare full details of everything on their criminal record.	√	N/A	AF (after short listing)
	If the postholder does not require a CRB disclosure the candidate is required to declare unspent convictions only.		N/A	AF (after short listing)

IF THIS IS A NEW OR CHANGED JOB THEN [APPENDIX D](#) MUST BE COMPLETED BEFORE SUBMISSION TO THE JOB EVALUATION TEAM