



St Alban's Catholic High School



"Learning, Respecting, Caring"

Teaching Assistant Extended Hours

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

Salary: £24,404 FTE £15,819 actual Grade 3 Point 4
Hours: 29 HPW / 38 Weeks per year (term time only)
8.45am – 4.15pm Monday – Friday (40min unpaid lunch)
Responsible to: Head of Learning Support

Job Role:

- To provide particular and skilled support to students with learning, behavioural, communication, social, sensory or physical difficulties
- Work with individuals or small groups of students under the direction of teaching staff
- To understand specific learning needs and styles and provide differentiated support to students individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate
- Establish positive relationships with students supported
- To provide feedback to students in relation to attainment and progress under the guidance of the teacher
- Support the Catholic Ethos of the school
- Support students with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop students' competence and independence in its use
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive student behaviour in line with school policies and help keep students on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher

- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Supervise and support students for limited and specified periods including break-times and during after school clubs when the post holder should facilitate tasks and activities
- Work with individual students in role of keyworker to gain student voice and to update SEND information systems accordingly
- To carry out SEND related admin tasks as required
- Assist with escorting students on educational visits
- Understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- A willingness to undertake manual handling training and a willingness to be trained to deliver personal care and physio therapy to students as required
- Respect confidentiality at all times
- Deal effectively with any immediate problems or emergencies according to the school's policies and procedures.
- To report back, as appropriate, using the school's agreed referral procedures on the behaviour of students during the session, and any issues arising.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager, attending training sessions as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not specifically be identified. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and be conscious that an email sent from a school account, in essence, represents the school.

The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.

Person Specification

	Essential	Desirable
Qualifications and Experience		
Grade 4 or above pass in English GCSE (or equivalent)	✓	
Grade 4 or above pass in Maths GCSE (or equivalent)	✓	
Experience of working with students across the secondary age range and with learning difficulties or disabilities		✓
Personal Qualities		
Good organisational skills	✓	
Good communication skills	✓	
Good listening skills	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
Skills and Abilities		
Ability to deal with challenging behaviour	✓	

	Essential	Desirable
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to exchange routine verbal information clearly and sensitively with students and adults	✓	
Ability to observe and monitor progress and maintain records	✓	
Good understanding of the way in which children develop in relation to the role	✓	
Understand the importance of physical and emotional wellbeing	✓	
Ability to support student who maybe unwell	✓	
Ability to follow written and oral instructions and to carry out instructions.	✓	
Ability to motivate/encourage/empower students and adults.	✓	
Good understanding of the learning experience provided by the School		✓
Establish effective relationships with those working in and with the School	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Ability to know when and how to seek support.	✓	
Able to ensure that tight, strict deadlines are met	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	

Signed	
Post holder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date: