



# CARDINAL NEWMAN CATHOLIC SCHOOL

Job Description			
<b>Job Title:</b>	<b>Teaching Assistant Level B</b>	<b>Department:</b>	Learning Support
<b>Salary:</b>	Scale 4	<b>Reporting to:</b>	Assistant SENDCO
Safer Recruitment Statement			
Cardinal Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement			
<p><b>Cardinal Newman Catholic School is dedicated to achieving Excellence for all. Our vision is to create a joyful community of Caritas where Together we support, inspire and care for one another, placing Christ at the center of all that we do. We aspire to;</b></p> <ul style="list-style-type: none"> <li>● An exceptional 4-19 Catholic education and experience</li> <li>● Remove all barriers to excellence</li> <li>● Develop leadership at all levels</li> <li>● Provide an exceptional spiritual, physical, on-line environment.</li> </ul>			
All Staff employed at Cardinal Newman Catholic School will:			
<ul style="list-style-type: none"> <li>● Uphold and promote the school's Catholic vision</li> <li>● Support and contribute to the achievement of all students academically and pastorally</li> <li>● Support and contribute to our responsibility for safeguarding all students</li> <li>● Undertake professional training to enhance personal development and job performance;</li> <li>● Comply with all policies and procedures including safeguarding, child protection, confidentiality, code of conduct and data protection</li> <li>● Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect</li> <li>● Share best practice, expertise and skills with others</li> </ul>			
Main Objectives of Role:			
To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area			
Principal Accountabilities:			
Support for the Students			

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher

#### Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents / carers
- Administer routine tests and invigilate exams and undertake routine marking of students' work
- Provide clerical / admin support, e.g. photocopying, typing, filing, money, administer coursework etc

#### Support for the Curriculum

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment / resources required to meet the lesson plans/relevant learning activity and assist students in their use

#### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

**All Staff employed at Cardinal Newman Catholic School will:**

1. Follow Catholic School (CES) contractual obligations - this outlines the expectations regarding support for the school's essential ethos.
2. Have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
3. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
4. The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act & GDPR. Your duties will be as set out in the above job description but please note that the Governing Body reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Person Specification	
<b>Job Related Education, Qualification and Knowledge</b>	<ul style="list-style-type: none"> <li>• NVQ 2 for Teaching Assistants or equivalent qualification or experience</li> <li>• Understanding of relevant policies / codes of practice and awareness of relevant legislation</li> <li>• General understanding of national / foundation stage curriculum and other basic learning programmes / strategies</li> <li>• Basic understanding of child development and learning</li> <li>• Training in the relevant learning strategies e.g. literacy</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with or caring for children of relevant age</li> <li>• Experience in the effective use of ICT to support learning</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good numeracy / literacy skills</li> <li>• Ability to relate to children and adults</li> <li>• Ability to use other equipment technology - video, photocopier</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>
<b>Equalities</b>	To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy.