



# St. Paulinus Catholic Primary School

Inspiring all to live, learn and love in the light of Jesus.  
(cf John 8:12)



## **JOB DESCRIPTION**

### **EDUCATIONAL TEACHING ASSISTANT**

<b>GRADE:</b>	<b>5</b>
<b>HOURS:</b>	<b>28.75</b>
<b>RESPONSIBLE TO:</b>	<b>Headteacher</b>
<b>RESPONSIBLE FOR:</b>	<b>Students / Pupils</b>

### **PURPOSE OF POST**

To work under supervision, direction and guidance of the teaching / senior staff. Assisting the teacher in the overall delivery of the Curriculum and undertake work / care / support programmes to enable access to learning for all pupils and the teacher in the management of pupils in the classroom.

Work may be carried out in the classroom or outside the main teaching area.

### **KEY AREAS**

1. Teaching Support
2. Pupil Support
3. Curriculum Activities
4. General

### **DUTIES AND RESPONSIBILITIES**

#### **1. Teaching Support**

- 1.1 To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the direction of the class teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives / goals for pupils.
- 1.3 Under the guidance of the teacher, supervise activities and assist with the general management and control of pupils in school.
- 1.4 Under the direction of the teacher provide one to one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the teachers approach.
- 1.5 To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives / goals for pupils.
- 1.6 To provide basic clerical duties where required, eg. Photocopying, filing, etc.
- 1.7 Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.8 Under the guidance of the teacher, work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.



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- 1.9 To participate in and assist in supervision of educational visits, in conjunction with the teacher / line manager.
- 1.10 As directed by the teacher to promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility of their own behaviour.
- 1.11 To undertake relevant training and development as required from time to time by the Headteacher or LA, and be involved in ongoing development reviews of skills and competencies.

## 2. Pupil Support

- 2.1. To provide support and guidance under the direction of the teacher on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies / practices.
- 2.2. To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3. To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies, etc. to maximise their achievements.
- 2.4. As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.
- 2.5. As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction)
- 2.6. To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and attendance at meetings as required.
- 2.7. To provide lunchtime cover as required.

## 3. Curriculum Activities

- 3.1. Under the direction of the teacher, assist in the structured and agreed learning activities / teaching programmes.
- 3.2. To contribute in the presentation of pupils' work and maintenance of display areas.
- 3.3. To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.4. To attend and contribute to duty related meetings as required.

## 4. General

- 4.1. As part of your wider duties and responsibilities you are required to promote and actively support the School's / LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link :

<http://www.kirklees.gov.uk/employment/safeguarding.shtml>

- 4.2. Carry out the duties with due regard to current and future school's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through school communications.



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## **PERSONNEL SPECIFICATION** **EDUCATIONAL TEACHING ASSISTANT**

Attributes	Essential	Desirable	How Identified
Relevant Experience	<ul style="list-style-type: none"> <li>Experience of working with children / young people.</li> <li>Experience of encouraging the development of relationships between children / young people.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working as a lunchtime supervisor</li> </ul>	Application form Interview / References
Qualifications	<ul style="list-style-type: none"> <li>Basic Health &amp; Safety Awareness</li> <li>Knowledge of and commitment to Equality and Diversity and how this relates to the duties of the job</li> <li>First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to attend appropriate training courses to fulfil the functions of the job</li> <li>First Aid Qualification</li> </ul>	Application form Interview
Special Skills and Attributes	<ul style="list-style-type: none"> <li>The ability to relate to children / young people from diverse ethnic / social backgrounds</li> <li>Verbal communication skills in order to liaise with children / young people and off staff members</li> <li>The ability to react in a positive manner to difficult situations which may arise amongst children / young people</li> <li>Ability to keep problems in perspective and be patient</li> <li>Able to read and understand simple verbal and written instructions</li> <li>Ability to work with children / young people exhibiting behaviour difficulties</li> </ul>	<ul style="list-style-type: none"> <li>Aware of Health &amp; Safety issues</li> <li>Knowledge of child protection issues and procedures</li> </ul>	Interview / References
Social Skills	<ul style="list-style-type: none"> <li>Flexible approach to work</li> <li>Awareness of the importance for confidentiality</li> <li>Ability to work with a variety of different people</li> <li>Courteous and polite</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of dealing with a range of people and behaviours</li> <li>Sense of humour</li> </ul>	Interview References
Motivation	<ul style="list-style-type: none"> <li>Enthusiasm and energy to work as part of a team</li> <li>Committed to providing a high quality service</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Application form Interview / References
Physical Characteristics	<ul style="list-style-type: none"> <li>Good attendance record</li> <li>Flexibly approach</li> <li>Project professional image for the school</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Application form Interview / References
Disclosure of Criminal Record (DBS)	<ul style="list-style-type: none"> <li>Enhanced DBS</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Application form Interview / References