CORPUS CHRISTI
Catholic Primary School

Gladys Avenue, Portsmouth, PO2 9AX | 02392 661818 | admin@corpuschristicp.school

Headteacher: Mrs G Comerford

Job Title: **Teaching Assistant (+ including support for health and care needs)**

CONTRACTUAL ARRANGEMENTS: The post is term time only - 5 days per week 32.5 hours per day- agreed with the successful candidate

FTE (Full Time Equivalent) pay £26,018.00 - £27,111.00

GRADE: Grade C

ACCOUNTABLE TO: Senior Leadership Team and Class Teacher

- Be aware of and comply with the school policies and procedures relating to child protection and safeguarding, reporting all concerns to the Designated Safeguard Lead or their deputy.
- Staff will be required to safeguard and promote the welfare of children and young people and follow school policies and procedures. They must read and sign to say that they have read and understood the latest version of KCSIE

PURPOSE OF THE JOB

- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability
- To work with and support identified child/ren with specified needs

KEY ACCOUNTABILITIES

- To work with a named child or groups of children, as directed by the class teacher and/or Inclusion Leader, to support pupils' wellbeing and learning.
- To establish a supportive, caring and secure relationship with the child, promoting respect, self-esteem and a positive, inclusive whole school ethos;
- To develop knowledge and understanding of the specific needs of the child and respond to them effectively;
- To assist the class teacher/Inclusion Leader with the development and delivery of interventions or scaffolding learning in line with ILPs and EHCP provisions;
- To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the child in using them;
- To help, support and motivate the child, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
- To contribute to monitoring and recording pupil progress, maintaining records and providing relevant feedback to teachers;
- To provide appropriate and relevant welfare support to the child;
- Promote and maintain positive relationships with pupils, colleagues and parents/carers, where appropriate;
- To assist with general school duties which may include:

a. Support with intimate care

b. Supervision of children during playtimes, including lunch play times

c. Supervision of children entering and leaving school premises

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Take appropriate responsibility for safeguarding and children's welfare in line with school policies and procedures.
- Be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

Other duties:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties. This job description may be amended at any time after consultation with the Teaching Assistant.