

## School / Leeds City Council Job Description

**School: St Joseph's Catholic Primary School, Wetherby**

Post Title	GRADE	JE Ref CUS01
Teaching Assistant	A1/B1	Score 495

**Post(s) to which directly responsible**  
Immediate line manager

**Post(s) for which directly responsible**  
Teaching Assistants

**Special Conditions** this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

*Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to a DBS and other relevant checks with statutory bodies. We promote diversity and want a workforce which reflects the population of Leeds.*

**Job Purpose:** To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### Responsibilities

- To ensure safeguarding responsibilities are fulfilled and safeguarding policy and procedure is followed at all times.
- Uphold the Catholic Ethos of St Joseph's Catholic Primary School
- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To supervise and support pupils ensuring their safety and access to learning
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher

- To encourage pupils to act independently as appropriate
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions
- To support pupils in respect of local and national learning strategies - literacy, numeracy, KS3, early years, as
- directed by the teacher
- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and
- develop.
- To appreciate and support the role of other professionals
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills
- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- Be aware of and comply with school and Leeds City Council policies and procedures e.g. 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 equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or

victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.
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### **Relationships**

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

### **Physical Conditions**

The post is currently based at St Joseph's Catholic Primary School, Wetherby.

St Joseph's has ground access and is accessible by disabled persons to the ground floor by a portable ramp on request.

This post is subject to an enhanced Disclose and Barring Service check and two satisfactory references.

The school operates a non-smoking policy.

## **Economic conditions**

Grade: A1B1  
Annual Leave: Term time only working  
Hours: To be discussed with the successful candidate at interview as per the details on the OOSC Manager advert  
Conditions of Service: NJC Conditions apply

## **Prospects**

### **Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

### **Training**

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

## **EMPLOYEE SPECIFICATION:**

### **Qualifications**

GCSE Maths and/or English grades D-G, CSE level 2 are desirable

### **PERSONAL SPECIFICATION**

**ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

### **Skills Required**

Use basic technology – computer, video, and photocopier

Ability to relate well to children and adults

Ability to work constructively as part of a team

### **Knowledge Required**

Good numeracy/literacy skills

Understanding classroom roles and responsibilities and your own position within these

### **Experience Required**

Of working with or caring for children of relevant age

### **Behavioural & other Characteristics required**

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

**DESIRABLE REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

### **Skills Required**

N/A

### **Knowledge Required**

GCSE Maths and/or English grades D-G

CSE level 2

Completion of DfES Teacher Assistant Induction Programme

Appropriate knowledge of first aid

Of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection

**Experience Required**

N/A

**Behavioural & other Characteristics required**

N/A

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