Job Profile: Teaching Assistant Unit

Salary: SC2

Responsible to: SENCO/ASD Lead Teacher

Purpose: To serve the mission of St John Bosco College by supporting a high quality education to raise student achievement. To support teaching staff to maximise the delivery of learning and teaching. To provide pastoral care and spiritual growth opportunities to all students; To provide general support to teaching staff in the management of students within and beyond the classroom environment.

Main Duties & Responsibilities:

Support for Students

- To, following training, administer medication in accordance with the procedures for LEA and school policies;
- To supervise and support students ensuring their safety and access to learning;
- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs;
- To promote the inclusion and acceptance of all students;
- To encourage students to interact with others and engage in activities led by the teacher;
- To encourage students to act independently as appropriate.

Support for Teacher

- To prepare classroom as directed for lessons and clear afterwards and assist with the display of students' work;
- To be aware of student problems/progress/achievements and report to the teacher as agreed;
- To undertake student record keeping as requested (student information);
- To support the teacher in managing student behaviour, reporting difficulties as appropriate;
- To provide clerical/administrative support, eg. photocopying, typing, filing etc.

Support for the Curriculum

- To support students to understand instructions;
- To supporting students in undertaking literacy and numeracy tasks as directed by the teacher;
- To supporting students in using basic ICT as directed;
- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.

Support for the School

- To be aware 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;
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- To contribute to the overall ethos/work/aims of the school;
- To appreciate and support the role of other professionals;
- To attend relevant meetings as required;
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtimes;
- To accompany teaching staff and students on visits, trips and out-of-school activities as required.

Pastoral Care

- To deal with or report, to the nearest member of the teaching staff, incidents which are seen or reported regarding students' welfare;

Continuing Professional Development

- To take responsibility for personal professional development, in conjunction with the line manager, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school;
- To undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Other

- To carry out any other duties at the direction of the Headteacher or as laid out in St. John Bosco documentation.

Person Specification

- Commitment to supporting the distinctive nature of a Catholic school
- Relevant professional qualifications
- Good levels of literacy and numeracy
- Competence with ICT packages generally used in the classroom
- Recent and relevant professional development
- Willingness to further develop professional skill
- Ability to enthuse, inspire and develop students under the Catholic ethos
- Ability to challenge, motivate and empower students
- Ability to recognise the needs of students and raise standards
- Ability to manage resources efficiently
- Commitment to promoting the educational principles of St. John Bosco
- Genuine enjoyment of working with young people
- Commitment to inclusion for all
- Excellent communication, interpersonal and organisational skills
- Commitment to working as a team player
- Commitment to supporting and promoting the extra-curricular life of the school
- Boundless enthusiasm and a positive outlook
- Capacity to work very hard under pressure
- Personal integrity and the drive to do what is best for the students
- Commitment to ensuring that St. John Bosco College becomes the best school in the country