



Level 3 TA

Required: As soon as possible

Contract Type: Part time (17.5hours Term Time Only)

Contractual Term: Fixed term until 31.08.20

Salary: Actual Salary £7,599 (Grade E, SCP 6-7)

Location: St Gerard's Catholic Primary School, Avalon Court, Middlesbrough

Reporting to: Head of School/Executive Head Teacher

Academy: Nicholas Postgate Catholic Academy Trust

St. Gerard's Catholic Primary School is looking for a committed and highly motivated teaching assistant to join our happy, caring and hardworking staff.

St Gerard's Catholic Primary School is part of the newly formed Nicholas Postgate Catholic Academy Trust, a family of 26 schools, a sixth form and teaching school from across the north of the Diocese of Middlesbrough. With more than 9,000 pupils and 1,200 staff, the Trust is now the North East's largest Catholic Trust and the second largest Catholic Multi Academy Trust in the UK.

The successful candidate will:

- Have experience of working with children in EYFS and KS1 and contribute towards school improvement and the raising of standards.
- Establish productive working relationships with pupils, acting as a role model
- Complete daily observations and assess against the Early Years Foundation Stage
- Be able to work within EYFS, and other Key Stages at times to support pupils within class
- Work with the teacher to establish an appropriate learning environment
- Supervise and support pupils with different needs and abilities, enabling them to overcome barriers to learning

The school offers:

- A strong Catholic ethos where everyone is valued
- Highly motivated, enthusiastic children
- A strong highly committed staff team
- Supportive and committed governors and parents
- Commitment to continuing professional development

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join our team and help continue the journey towards excellence.

Visits to the school are strongly encouraged and can be arranged by appointment with the school office at 01642 591820.

Application form, Recruitment Monitoring form and Rehabilitation of Offenders Act 1974 Disclosure form should be downloaded from the NPCAT website www.npcat.org.uk. Applications should be returned to St. Gerard's RC Primary School, Avalon Court, Hemlington, Middlesbrough, TS8 9HU

Closing Date: 4pm Friday 15th November 2019

Interviews: Week beginning Monday 18th November 2019

If you have any queries about the position or the school and the trust, please do not hesitate to contact the school direct on 01642 591820 or email white.v@stgerards.npcat.org.uk

Job Description
Level 3 Teaching Assistant - Supporting & Delivering Learning

JOB PURPOSE:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally (e.g during short-term absence of teacher) or for regular short periods with teacher's planning provided.

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of support plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests

- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. English, maths, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence
 - in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

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 all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school and carry out all duties in a manner which reflects the precepts and teaching of the catholic faith.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Teaching assistant, Level 3 – person specification

	Essential	Desirable
TA3 - Experience	<ul style="list-style-type: none"> • Experience working with children of relevant age 	<ul style="list-style-type: none"> • Experience of working in a Catholic school
Qualifications/Training	<ul style="list-style-type: none"> • Very good numeracy/literacy skills • NVQ 3 for Teaching Assistants or equivalent qualification or experience 	<ul style="list-style-type: none"> • Appropriate first aid training • Recent safeguarding training
Knowledge/Skills	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national curriculum and other relevant learning programmes/strategies e.g. phonics • Understanding of principles of child development and learning processes • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	<ul style="list-style-type: none"> • Use of other equipment technology – e.g. interactive whiteboard, video, photocopier • Experience of running an intervention group • Experience of working with vulnerable groups
Personal Characteristics	<ul style="list-style-type: none"> • Committed • Enthusiastic • Organised • Flexible • Patient • Resourceful • Empathetic 	<ul style="list-style-type: none"> • Practising Catholic