

**Job Profile: Teaching Assistant**

**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