

# ***ST JOSEPH'S SPECIALIST TRUST***

## **Job Profile**

### **Teaching Assistant**

**Name:**

**Date:**

**Job Context:**

St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living houses (together "St Joseph's"/ the "Trust") with approximately seventy students and eleven tenants. It has a staff of around 300.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

**Title:**

Teaching Assistant

**Job Purpose:**

To take responsibility for Teaching Assistance in order to help promote effective teaching and learning for these students.

**Accountable to:  
(management)**

Class Teacher

- Every member of staff is required to complete team teach positive behaviour support training before employment begins and refresher training periodically thereafter.

## **KEY ACCOUNTABILITIES**

### **Policy and Leadership**

- To have a good working knowledge and understanding of all school policies
- To ensure all policies are vigorously adhered to in practice

### **Management of Teaching and Learning**

- To provide teaching assistance to the teacher defined according to weekly/daily/sessional planning of the teacher

### **Management of Curriculum**

- To provide group and/or individual activities, planned by the teacher
- To work individually with students to develop work. This may be work planned by the TA after consultation with the teacher

### **Management of Students**

- To support the general wellbeing of students within the structure of the school
- To ensure that students are managed in accordance with school expectations during their time at school
- To liaise with teachers, care staff, and Parents creating an effective team sharing knowledge and information

### **Management of Financial and Physical Resources**

- To play a leading role in the management of resources within the designated teaching area

### **Evaluation and Quality**

- To monitor and evaluate students' learning under the guidance of the teacher
- To provide continuity in support and organisation

### **Administration**

- To ensure that designated administrative tasks are fulfilled
- To carry out other reasonable requests made by the Principal and Governors

### **Key Tasks**

#### **Policy and Leadership**

- To assist in the review of policies relating to work practices especially those concerned with work related activities (WRA)
- To help, if required, to assess students using knowledge of the school curriculum, schemes of work, and national curriculum requirements and nationally accredited awards including OCR Life and living skills.

#### **Management of Teaching and Learning**

- To assist teachers in the meeting of school policy and national curriculum requirements
- To assist teachers in the use of relevant management strategies to ensure a purposeful environment for teaching and learning to take place

#### **Management of Students**

- To support all students in their planned structured work in all curriculum areas
- To help prepare differentiated work especially WRA. Work tasks may include working outside the classroom in the community.  
e.g. shopping, activities at the leisure centre, travel skills, supporting work experience placements etc. following planning meetings with the teacher.
- To enhance the quality of experience for the students to contribute towards teamwork through a positive attitude and the sharing of ideas.

## **Management of Financial and Physical Resources**

- To assist in the managing of classroom organisation within the framework of the teaching and learning policy with the aim of leading the students and students on a path towards independence and individual responsibility
- To assist in the implementing of a resource management policy:  
this will include some or all of the following:
  - Language equipment
  - Maths resources
  - Audio visual equipment
  - Art equipment
  - Topic Resources other designated resources

## **Supervision of Children**

- Due to the nature of our environment and the challenges posed by our students, physical and mental resilience is required. This includes the physical agility to move across our large 23 acre site and support children in social, leisure and educational activities offsite.
- Within the framework of general awareness of student's safety and welfare and the school's ethos, values and attitudes
- To supervise students: in the general movement about the school  
in the classroom or other work places particularly:-
  - Work Experience placements
  - in toileting
  - in changing rooms
  - in play areas
  - in the dining room
- In groupwork entailing potentially dangerous equipment:  
e.g. cooking, science, art, D & T etc.

## **Evaluation and Quality**

- To assist in monitoring students work and to use that to help inform the planning process to meet individual needs
- To assist, if required, in keeping records of students progress and report achievement in line with school policy

**Administration**

- To keep records and carry out procedures to satisfy school policies
- To be fully involved in the appraisal process
- To attend and contribute to staff meetings, open evenings and/or consultation evenings as required by the school
- To respond to teacher requests for help when necessary and accepting priorities as they arise

These requests may include:

- photocopying
- making worksheets
- stock-taking
- covering books/workcards
- mounting work for displays
- making phone calls

- To be able to deal with parents in cases such as: illness  
mishaps  
lost property etc.

This job profile is drawn up in the light of the following statement.

*'The role of the Teaching Assistant is much valued within St Joseph's Specialist Trust. Assistants relieve the pressure on the teaching staff, ensure through the quality of their work and their ability to interact with children that the learning experiences of the students of the school are enhanced. Their role allows them to have a unique insight into student's needs and development'.*

*"St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment".*

**Signature:** ..... **Teaching Assistant** ..... **Executive Principal**

**Date:** ..... .....