



CHRISTUS CATHOLIC TRUST

ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL, GRAYS, ESSEX

Information for Applicants

AIMS OF THE SCHOOL: St Thomas of Canterbury Catholic Primary School is a popular school founded in 1886, boasting an excellent local reputation with facilities that provide an engaging working and learning environment. Our children are always expected to do their best and aim for excellence. St Thomas' is a 3 form entry school, located on an attractive site, catering for around 630 pupils from a community that embraces diversity.

Responsible to: You will be an employee of the Christus Catholic Trust Board and is required to carry out professional duties as detailed in this job description, and in Canon Law, the Trust Deed and Instrument of Government for the school (Articles of Association and Memorandum of Understanding for academies).

Introduction

- This appointment is with the Trustees of the Christus Catholic Trust Board under the terms of the Catholic Education Service contract signed with the governors/trust as employers. The Trustees aim to appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of life in the school.
- This job description may be amended at any time, following consultation between the headteacher and the employee and will be reviewed annually.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Description

Job Title	Teaching & Learning Assistant - SEN
Grade	Band 3, Point 8-16
Hours	30 Hours per week - 8:45am to 3:15pm 5 days a week
Reports to	SENCo
Liaison	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	To provide effective support for students with Special Educational Needs and to work in partnership with class teachers to assist and support pupils with SEN with their learning in line with the national curriculum and school policies and procedures.

Duties and responsibilities

- To develop a knowledge of a range of learning support strategies and an understanding of the specific needs of the pupils to be supported
- To assist with the development and implementation of EHCPs and individual care programmes
- To work under direct supervision of the SENCo and class teachers to organise activities and lead structured and agreed learning activities for a group or one to one.
- To support students with planned learning activities/teaching programmes which support literacy and numeracy skills, adjusting activities according to pupils' responses as appropriate
- To supervise and provide particular support for pupil/pupils (as directed by the class teacher or SENCo in keeping with key objectives outlined in their EHCP statement), ensuring their safety and access to learning activities
- To contribute to creating a positive, stimulating and purposeful learning environment
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- To assist with intimate care if required
- To promote the inclusion and acceptance of all children
- To set challenging and demanding expectations and promote self-esteem and independence
- To provide feedback to staff and other relevant professionals in relation to progress and achievement.
- Administer routine assessments (when directed) and undertake routine marking & feedback of children's work

- Undertake and lead intervention programmes, recording achievement and progress, and feeding back to the class teacher, Year Group Leader, Assistant Headteachers and/or SENCo
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
- Be fully supportive of the Catholic ethos of the school.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own practises

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.