

Teaching Assistant St Augustine's School



ST AUGUSTINE'S
SCHOOL



The Role

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| Location: | Based at St Augustine's Catholic School, Scarborough, working for the St Cuthbert's Roman Catholic Academy Trust. |
| Contract: | Permanent |
| Hours/ Working Pattern: | 32.5 hours term-time only plus 5 days |
| Salary/ Hourly Rate: | Grade 3 |
| Closing Date: | Sunday 1 st October 2023 |
| Interview date: | From Wednesday 4 th October 2023 |
| Start Date: | As soon as possible |

'I have set you an example that you should do as I have done for you'
John 13:15

Are you passionate about motivating, supporting and encouraging students both in group environments or 1 to 1? If your experience, energy, personal qualities and values support ours, then we look forward to receiving your application.

Our Opportunity:

Our opportunity

You will support the Class Teacher to assist in learning activities as well as providing support to individual and small groups of pupils.

Your role focuses around supporting Teachers, which in turn elevates the support delivered to pupils.

You will achieve this by:

- Encouraging pupils to engage in activities led by the teacher.
- Supporting pupils to understand task instructions and any queries.
- Prepare and maintain resources needed for the teacher to deliver their lesson.

Experience & Skills

- Good standard of general education including a good applied literacy and numeracy skills.
- Experience working with families and young people.
- Recent experience working in an educational environment.

We can offer you:

- Tailored support from our Head of School, Assistant Headteachers SENCO and staff colleagues as we further develop you and give you the skills, encouragement, and experience within the profession to continue to 'love and serve'.
- A welcoming and highly supportive school and wider community
- Friendly children who are eager to learn.
- Personal and professional development opportunities.
- An experienced and committed staff with a supportive Governing Body and wider school/church community

Message from the Head of School: Aishling Robinson

Welcome,

St Augustine's is a fantastic school, our children are exceptional and our staff work extremely hard to ensure students reach their potential.

We strive for excellence in all things, and our Catholic Ethos is central to our way of life in the school.

Each child is seen and respected as an individual. We believe in equity of opportunity. We aim to provide the very best learning opportunities where students are challenged, inspired and encouraged to flourish.

I believe that we, as staff of St Augustine's, are here to serve our children.

In turn we expect our students to try their very best at all times and respect others at all times.

Together we are building the future communities we will all enjoy.

We look forward to welcoming you to our school if you feel that St Augustine's is the right place for you.



About St Augustine's Catholic School

St Augustine's School is part of the St Cuthbert's Roman Catholic Academy Trust. We are a Catholic Academy for pupils between the ages of 11 and 16.

St Augustine's serves families from Whitby to Bridlington, Scarborough to Pickering and is renowned for helping to develop young people with religious and moral character together with high standards of academic success.

All staff devote their abilities, energy and time to each child and none goes unnoticed. We are a family with Christ at the centre of all that we do.

Our faith and search for excellence can be found in all aspects of school life including academic learning, pastoral support and a wealth of personal development activities. These combine to nurture young adults with a well-rounded education and the ability to face the future with confidence.

Application Process

The closing date for all applications is Sunday 1st October 2023

Interviews will be held From Wednesday 4th October 2023



Completed applications must be returned to Eryn Harrison erharrison@smchull.org

Think you're the person for the job?

Please complete the enclosed application and send it to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Eryn Harrison

erharrison@smchull.org

Job Description

SECTION:

PASTORAL

GRADE: 3

JOB TITLE:

**TEACHING ASSISTANT
LEVEL 1**

DATE PREPARED: JUNE 2011

REPORTING TO: SENCO

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the School's Equal Opportunities in Employment Policy.

PURPOSE: To work under the direct instruction of teaching/senior staff to support access to learning for pupils and provide general and specific assistance in the management of pupils.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

Support for pupils

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| 1 | To promote and safeguard the welfare of children and young people. |
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| 2 | Supervises and supports pupils ensuring their safety and access to learning in the classroom. |
| 3 | Establishes good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs |
| 4 | Promotes the inclusion and acceptance of all pupils |
| 5 | Encourages pupils to interact with others and engage in activities led by the teacher |
| 6 | Encourages pupils to act independently as appropriate |
| Support for the teacher | |
| 7 | Be aware of pupil problems/progress/achievements and report to the teacher as agreed |
| 8 | Supports the teacher in managing pupil behaviour, reporting difficulties as appropriate |
| 9 | Undertakes pupil record keeping as requested |
| 10 | Gathers/report information from/to parents/carers as directed |
| 11 | Provides clerical/admin support e.g. photocopying, typing, filing, collecting money etc. |
| Support for the Curriculum | |
| 12 | Supports pupils to understand instructions |
| 13 | Supports pupils in respect of local and national learning strategies e.g. literacy, numeracy as directed by the teacher |

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| 14 | Supports pupils in using basic ICT as directed |
| 15 | Prepares and maintains equipment/resources as directed by the teacher and assists pupils in their use |
| Support for the School | |
| 16 | Is aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |
| 17 | Is aware of and supports difference and ensure all pupils have equal access to opportunities to learn and develop |
| 18 | Contributes to the overall ethos/work/aims of the school |
| 19 | Appreciates and support the role of other professionals |
| 20 | Participates in training and other learning activities and performance development as required and attends relevant meetings as required |
| 21 | Assists with the supervision of pupils out of lesson times, including before and after school and at lunchtimes |
| 22 | Accompanies teaching staff and pupils on visits, trips and out of school activities as required |
| <p>The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Mary's College, as your employer and you as an employee of the school. In addition to the School's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the School's H&S policy</p> | |

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the School.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

None.

2. Responsibility for Customers/Clients:

Responsible for supporting the learning and welfare of students in their daily care
Responsible for ensuring good order in groups of students under their supervision
Responsible for keeping parents informed about progress.

3. Responsibility for Budgets:

None

4. Responsibility for Physical Resources:

None

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

Students in their daily care

Colleagues within the Pastoral team

2. With Any Other Areas

Working alongside teaching staff in the classroom or in Pastoral Centre

Working alongside first aid officer

Working alongside other support staff within the school

3. With External Bodies to the School

None

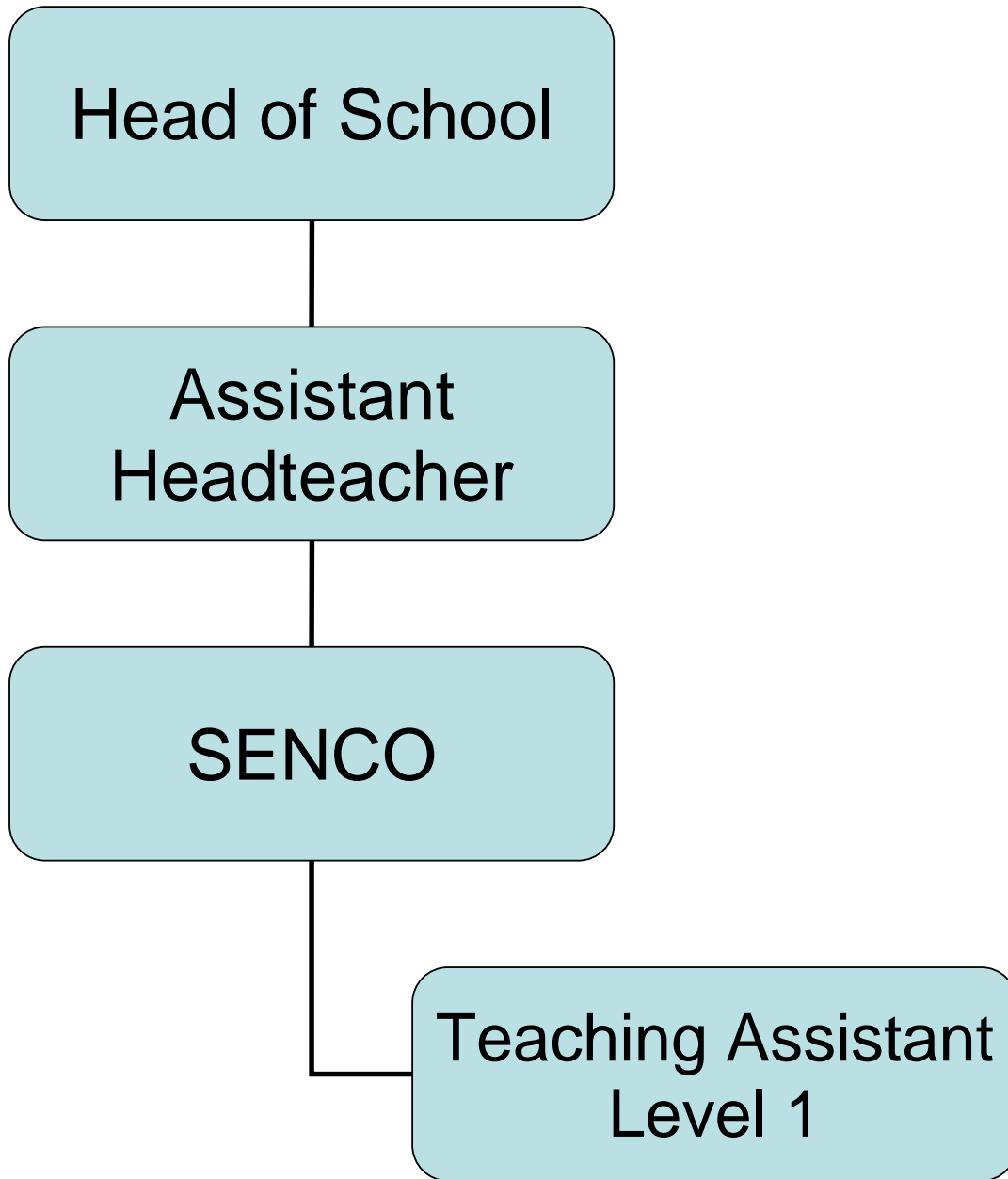
ORGANISATION CHART:

Head of School

Assistant
Headteacher

SENCO

Teaching Assistant
Level 1



| | Tick relevant level for each category | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----|----------|------|-----------|---------|----------------------------------------|
| | Not applicable | Low | Moderate | High | Very High | Intense | Supporting Information (if applicable) |
| PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment). | | | √ | | | | |
| WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment). | | √ | | | | | |
| EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment. | | | √ | | | | |



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