CEO: Lisa Greig
Catcote Academy, Catcote Road, Hartlepool. TS25 4EZ
T: 01429 264036
E: Carla.smith@catcoteacademy.co.uk
W: www.catcoteacademy.co.uk

Teaching Assistant

£15,075 per annum, £10.01 per hour (Band 5 SCP 5)	Permanent & Temporary Positions
33 hrs/week - Term Time Only + 5 PD Days	Ref 2022019

Catcote Academy provides learning for a wide range of students with Learning Difficulties or Disabilities form the age of 11 to 18.

We are looking to appoint an experienced and enthusiastic Teaching Assistant. Applicants with previous experience working within a SEN environment with children and young people with complex needs are preferable.

You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

Closing date: **20th May 2022**
Start date: **ASAP**
Interviews: **26th May 2022**

Completed application forms to be sent to:
C Smith, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ
Carla.smith@catcote.co.uk

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. **Application forms can also be found at www.catcoteacademy.co.uk.**

We welcome applications regardless of age, gender, disability, ethnicity or religion.
Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Any offer of employment is subject to an Enhanced Disclosure and check of the Children's/Adult's Barred list via the Disclosure and Barring Service (DBS).

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Job Description – Teaching Assistant Level 1 (TA1)

Main Duties

Under the guidance and direction of teaching staff and/or senior colleagues:-

General Responsibilities

- Work as directed by senior staff
- Adhere to all Academy policies and whole school development plans including confidentiality, child protection, H&S, equal opportunities, SEN etc
- Maintain a safe working and teaching environment including adhering to policies on safeguarding of students and behaviour management
- Attend and participate in CPD activities as required
- Attend meetings and liaise with colleagues in school and parents/careers as required
- Be an effective role model for pupils by demonstrating and promoting positive values, attitudes and behaviours
- Engage with all pupils as directed by the Trust in line with the overall goals of the Trust and the needs of all pupils
- Work at multi-site locations as directed

Core Responsibilities

- Support students with their learning and well-being including whole classroom, 1 to 1 and small group environments, under the direction of a Teacher
- Have knowledge of individual students in order to assist with learning and behaviour in line with any plans
- Feedback to teaching staff on progress and behaviour of students and effectiveness of learning activities
- Feedback to students in relation to learning and behaviour
- Assist in preparing pupil reports and other administrative tasks including outcome plans, end of year reports, behaviour reports/plans and third party assessments
- Support the assessment and recording of student progress and attainment
- Support students in any location as directed, indoor and outdoor, including outdoor learning, educational visits, after school clubs, activity centres, vocational areas etc.
- Supervision and support of children during break and lunch times including feeding where necessary
- Assist and take part in physical activities as directed e.g. walking, swimming, trampoline etc
- Preparation of learning resources, equipment and displays including cleaning, tidying & organising
- Ensure cleanliness of equipment, resources and learning areas
- Use ICT effectively to support learning activities
- Escort pupils to and from school transport and escort pupils with an appropriate colleague if required
- Accompany teachers/senior colleagues and pupils on educational visits and assist in the supervision of pupils
- Carry out tasks for the general health, domestic care and welfare of pupils including toileting/changing, cleaning, using specialist equipment when necessary (this may include administering medicine under guidance and training on a voluntary basis)

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Person Specification – Teaching Assistant (TA1)

	Criteria No.	Essential	Stage Identified	Criteria No.	Desirable	Stage Identified
Qualifications	E1	GCSE Grade C or equivalent in Maths & English	AF,C	D1	Relevant Teaching Assistant Qualification	AF,C
				D2	Safeguarding training	AF,C
				D3	Training in Special Needs Education	AF,C
Experience & Knowledge	E2	Effective use of ICT to support learning	AF,I,R	D4	Experience of working in a school environment	AF,I,R
	E3	General understanding of the basic learning programmes/techniques	AF,I,R	D5	Experience of working with children / young people with learning difficulties	AF,I,C
	E4	Manage the behaviour of students with a positive attitude and supportive manner	AF,I,R	D6	Knowledge/experience of using TEACCH and PECS	AF,I
				D7	Understanding of key characteristics of different types of learners (PMLD, SLD, MLD)	AF,I,R
Skills	E5	Work with children/young people at all levels regardless of specific individual needs	AF,I,R	D8	Team Teach training or equivalent	AF,C
	E6	Ability to follow the direction of a Teacher to support all aspects of learning and wellbeing of students in a variety of activities, locations and environments				
	E7	Work effectively within a team environment, understanding classroom roles and responsibilities	AF,I,R			
	E8	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	AF,I,R			
	E9	Good communication and listening skills	AF,I,R			
Special requirements	E10	Interest in working with children /young people with learning difficulties to promote their development and educational needs	AF,I			
	E11	Ability to form and maintain appropriate effective working relationships and personal boundaries with children/young people	AF,I			
	E12	Emotional resilience when faced with challenging behaviour	AF,I			
	E13	A commitment to working as part of the whole school team and supporting the vision and aims of the school	AF,I			
	E14	Respect for their social, cultural, linguistic, religious and ethnic backgrounds	AF,I			
	E15	Ability to liaise sensitively and effectively with parents and carers	AF,I			
	E15	Enhanced Disclosure and check of the Children's and Adult's Barred List	D			

AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS disclosure

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