St Francis Catholic Primary School

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Executive Headteacher: Mr D. Copley

Head of School: Mrs A. Haines

**Together we are exploring our special gifts; Together we are growing towards God**

# JOB DESCRIPTION

# POST – HOLDER’S NAME

# POST TITLE Teaching and Pupil Support Assistant

# RATIONALE

This job description is provided to assist you in understanding and appreciating the important role that you play in school and the work content of your post.

# CONDITIONS OF SERVICE

At St Francis, the Governors are your employers and as post-holder you are required to carry out your professional duties as a Teaching and Pupil Support Assistant in a manner which actively supports the **Catholic Mission, aims, policies and routines of the school**.

As a member of staff in a Catholic school you are employed under the conditions of the current **Catholic Education Service contract**.

The post is paid on the **Local Authority NJC scale** and the **school’s policy is to follow Education Bradford’s post grading structure**.

This document should be read in conjunction with the current **Training and Development Agency** **information and Professional Standards** that apply to your post.

**RESPONSIBILITIES AND DUTIES INCLUDE:-**

The details set out below outline the main and particular duties and responsibilities that relate to your post. These develop the general actions and expectations outlined in the **above documentation;** however a document such as this does not permit every item to be specified in detail, nor does it direct the amount of time which should be spent undertaking the different tasks.

# PRIME OBJECTIVES OF THE POST

* to support and promote the Catholic Mission and character of St Francis’s school
* to support access to learning for specific individuals and groups of pupils as directed and provide general support to the teacher in the management of pupils and the classroom.
* to assist teaching staff with display, classroom organisation and activities as requested
* to support the safety and wellbeing of all pupils.

**SUPERVISORY RESPONSIBILITY**

* To assume responsibility for the supervision of individuals and groups of pupils as requested by the school’s leadership and teaching staff.
* As a member of the classroom team to assist in the supervision of parents, volunteers and work experience students with whom you are working and to be responsible for supervising other persons as requested.

**SUPERVISION RECEIVED FROM / RESPONSIBLE TO**

* Responsible to the Senior Leadership Team.
* Responsible to class teachers of the identified children.

**RANGE OF DECISION MAKING**

As delegated by the Senior Leadership Team/Subject Co-ordinators /class teachers with whom you are working.

You will be expected to use good common sense and initiative in all matters relating to:

* the conduct and behaviour of individuals, groups of pupils and whole classes
* the correct use and care of materials by individuals and small groups of pupils
* the safety, mobility (if required), hygiene and well being of the pupils.

You may at times have to make on the spot decisions in response to situations. These will be made within the context of the school’s Mission Statement, policies and procedures.

**RESPONSIBILITY FOR ASSETS**

To maintain the confidential nature of information relating to the school, it’s pupils, parents and carers.

Responsible for the provision, use and storage of equipment and materials used by pupils with whom you are working.

General responsibility for the care of all equipment and materials within the classroom/designated area of the school.

**CONTACTS**

* School Governors and Senior Leadership Team.
* Class teachers and other school staff.
* Parents
* Volunteers, work placements, community groups
* Workers from outside support agencies including Diocesan and LEA personnel, Health and Social Services.

**RANGE OF DUTIES:**

1. SUPPORT FOR PUPILS

1.1 Supervise and support pupils ensuring their safety and access to learning, attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.

1.2 Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.

1.3 Promote the inclusion and acceptance of all pupils.

1.4 Encourage pupils to interact with others and engage in activities led by the teacher.

1.5 Encourage pupils to act independently as appropriate and use encouragement and explanation to support pupils’ learning.

2. SUPPORT FOR THE TEACHER

2.1 Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.

2.2 Be aware of pupil problems/progress/achievements and report to the teacher as agreed.

2.3 Undertake pupil record keeping as requested.

2.4 Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

2.5 Work closely with the class-teacher as requested to support curriculum delivery and skill development.

2.5 Gather/report information from/to parents/carers as directed.

2.6 Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

3. SUPPORT FOR THE CURRICULUM

3.1 Support pupils to understand instructions.

3.2 Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS1, KS2, early years, as directed by the teacher.

3.3 Support pupils in using basic ICT as directed.

3.4 Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

4. SUPPORT FOR THE SCHOOL

4.1 Support and maintain the Mission Statement and Catholic ethos of the school.

4.2 Contribute to the overall life of the school.

4.3 Be aware of 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. Be vigilant for signs that a child may be being abused, to follow the school’s Child Protection and Safeguarding procedures and to report any suspicions of this nature to the school’s nominated Child Protection Co-ordinator.

4.4 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

4.5 Appreciate and support the role of other professionals. Mentor/support work experience students and parents/volunteers helping in school and contribute to reports as required

4.6 Attend relevant meetings as required.

4.7 Participate in own training and other learning activities and performance development as required.

4.8 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

4.9 Accompany teaching staff and pupils on visits, trips and out of school activities as required.

4.10 You may from time to time be required to undertake other duties commensurate with your position and level of responsibility and be expected to participate willingly in all areas of school life and any temporary school re-organisation or one-off activity, particularly at those times when the needs of the school are of paramount importance.

**CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING OPPORTUNITIES**

To take part in appropriate training as agreed with the Head Teacher/ Continuing Professional Development Co-ordinator.

# POST GRADE and SALARY ASSESSMENT

You are paid on the Local Government NJC Pay Spine; Level 1 Post range - Points 11 - 13.

You automatically progress along the pay spine by annual increments until you reach the maximum for the post level that you are on.

Your post is .

Current Point -

You work hours per week and your hours are arranged and agreed with the Headteacher.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postholder**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Teacher**

**Date of Job Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year**