DIOCESE OF CHICHESTER ACADEMY TRUST

St Joseph's CE Junior School

St Joseph's Infant School

Job Title

Teaching Assistant Junior School

Closing date for applications: 4th December 2026

Interview date: 7 & 8th December 2026

Grade 3 Scale point 3 - 4

FTE: £25614 - £26016

Actual Salary £18950.90 - £19248.32

32.5 hrs a week, Monday – Friday 8.15am – 3.15pm with 30 minute unpaid lunch

Permanent

Term time only, Total 38 weeks per year

Start Date: ASAP

We are looking for a flexible, proactive member of staff to join our team. We are looking for someone to assist in promoting the learning and personal development of the pupil(s) at St Joseph's Infant and Junior schools to whom you are assigned, to enable them to make the best use of the educational opportunities available to them. This will be supporting working in a nurture intervention provision in the mornings and working across the school in the afternoons.

Key roles and responsibilities include:

-To aid pupils to learn as effectively as possible both in group situations and on their own by, for example:

- Clarifying and explaining instructions
- Ensuring the pupil is able to use equipment and materials provided
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Assisting in weaker areas, e.g. speech and language, reading, spelling, maths, handwriting/presentation etc
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task

-Liaising with class teacher, SENCO and other professionals about Learning Plans and Education Health Care Plans (EHCPS) contributing to the planning and delivery as appropriate.

-Providing additional nurture to individuals when requested by the class teacher or SENCO.

-Consistently and effectively implementing agreed behaviour management strategies and support SEMH.

-Helping to make appropriate resources to support the pupil.

-Ensuring EHCP Targets are worked towards and provision is in place to meet the targets.

-To be aware of confidential issues linked to home/pupil/teacher/school.

-To contribute towards reviews of the pupil's progress as appropriate.

-To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.

-To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties.

-To be willing to support playground/break time supervision e.g. educational games, homework clubs etc.

-To accompany teacher and pupils on educational visits.

-To provide individual support, as required, during examination sessions.

-To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

-To establish supportive relationships with the pupil(s) concerned

1. To promote the acceptance and inclusion of pupils with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner

2. Monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

3. To give positive encouragement, feedback and praise to reinforce and sustain the pupil/s efforts and develop self-reliance and self-esteem.

4. To support the pupil in developing social skills both in and out of the Classroom

5. To support the use of ICT in learning activities and with specific programmes to support learning.

6. To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted

7. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development

8. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance

9. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc

10. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

Knowledge

-A good standard of education particularly in English and Mathematics.

-Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.

-Knowledge of SEN Code of Practice.

-Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils.

Experience

-Experience of supporting children in a classroom environment, including those with special educational needs.

Skills & Abilities

-Ability to use language and other communication skills that pupils can understand and relate to.

-Ability to establish positive relationships with pupils and empathise with their needs.

-Ability to demonstrate active listening skills.

-Ability to consistently and effectively implement agreed behaviour management strategies.

-Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task.

-Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

-Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills.

-Ability to assist in the recording of lessons and assessment as required by the teacher.

-Ability to offer constructive feedback to pupils to reinforce self-esteem.

-Ability to work effectively and supportively as a member of the school team.

-Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.

Personal Qualities

-Willingness to participate in further training and developmental opportunities offered by the school and DCAT, to further knowledge.

-Willingness to maintain confidentiality on all school matters.

Desirable Criteria

-NVQ Level 2 for Teaching Assistants or equivalent

We welcome potential applicants to visit the school. If you wish to visit or have any questions, please telephone the school office to book an appointment.

If you wish to apply for this position, please complete an application form. This can be found on our website www.stjosephscejunior.school Please note we do not accept CV's. Please write a personal statement stating

your suitability for the rule in the **application pack outlining any** previous experiences you have that would support your application. Please forward applications to office@stjosephscejunior.school

Safeguarding

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and barring service checks along with other relevant employment checks.

This post is covered by the Childcare Disqualification Regulations 2018.

The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust safeguarding and child protection policy, and all staff will receive training relevant to their role at induction and throughout employment at the school/Trust. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. For further information about what is required in this process please go to https://www.gov.uk/dbs-check-applicant-criminal-record. An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

The Diocese of Chichester Academy Trust is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.

Additional Information

Work Permits: we may be able to obtain a Work Permit for this post, but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions, we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.