

SCHOOL Catholic Primary School

Job Description – L2 Teaching Assistant

Salary Range: Band B

Hours of Work: 20 hours Term Time only (39 weeks)

Responsible to: Executive Headteacher and Head of School

Introduction: **This is a fixed term** for a level 2 Teaching Assistant. This role requires the ability to work across all phases of the school.

Core Purpose:

- 1.1 To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.
- 1.2 To support individual pupils or groups to meet set targets

Main Areas of Responsibility:

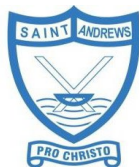
The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Support for pupils (either individually or in groups)

- Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being.
- Support children with special needs including behavioural, emotional and social development needs, communication and interaction difficulties.
- Dealing with the personal care needs of children where appropriate in line with the guidance of the school, MAC and local authority

Support for the teacher (s)

- Provide support for learning activities by supporting the teacher in the planning and evaluation of learning activities.
- Supporting the delivery of learning activities
- Support in organising effective learning environments and maintaining appropriate records.
- Support literacy and numeracy activities in the classroom.
- Support the maintenance of pupil safety and security.
- Contribute to the management of pupil behaviour by promoting school policies with regard to pupil behaviour.
- Supporting the implementation of strategies to manage pupil behaviour.
- Undertake routine marking in line with school policy.



- Provide clerical/admin. support, e.g., photocopying and administer coursework.

Support for the school

- Provide support to colleagues.
- Develop own effectiveness in a support role.

Support for the Curriculum

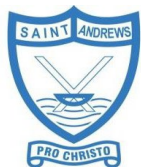
- Support the use of information and communication technology in the classroom.
- Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.

GENERAL: Support Staff

Please note all individuals should

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality.
- Promote and ensure the health and safety of pupils, staff and visitors at all times .
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.
- To actively promote the equalities and diversity agenda in the workplace and in service delivery.
- Take responsibility for own professional development and use the outcomes to improve work performance and share expertise with colleagues. .
- To participate in Performance Management in accordance with the generic school plan for Performance Management.
- Support the management of relevant items on the Risk Register.
- Support the development of relevant current initiatives.
- Adhere to the ethos of the school, promoting the agreed vision and aims.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attend appropriate meetings as required.
- Plan own work to ensure the meeting of defined objectives.
- Keep abreast of current educational developments.
- Contribute to the efficient operation of the school through regular duties. .
- Perform any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures
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St Andrew's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.



The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.