

Job Description – Teaching Assistant Level 2**Grade £12.76 per hour / Term time only + 5 days****Location: St Bede Academy****Responsible to the Headteacher, or such other line manager as may be delegated by the Headteacher**

Purpose of the Role

To provide effective support for teaching, learning, and administration at St Bede Academy. The Teaching Assistant Level 2 will work closely with teachers and other staff to ensure all pupils across the school can access learning in a safe, inclusive, supportive, and engaging environment. The postholder will promote the school's core values while supporting pupils' educational, emotional, and social development.

The postholder is expected to actively uphold and promote the vision, values, and ethos of both the Academy and the Trust in all aspects of their role and professional conduct.

Key Responsibilities**Support for Pupils****Access to Learning**

- Support individual pupils and small groups during learning activities.
- Lead small group learning activities e.g interventions, phonics sessions, SEND interventions etc
- Help pupils understand instructions and remain engaged in lessons.
- Encourage pupils to develop independence and confidence in learning.

Inclusion and Wellbeing

- Promote inclusion and acceptance of all pupils.
- Encourage positive interaction between pupils and participation in teacher-led activities.
- Contribute to a safe, caring, and nurturing learning environment.

SEND and EAL Support

- Support pupils with Special Educational Needs and Disabilities (SEND) and pupils with English as an Additional Language (EAL).
- Work in accordance with any Educational Support Plans in place and making necessary reasonable adjustments.
- Adapt support strategies to meet individual learning needs making any adjustments as needed.

Personal Care

- Assist pupils with physical, medical, hygiene, or welfare needs where required.
- Encourage pupils to develop personal independence wherever possible.

Learning, Caring, Growing Together**Headteacher:** Mrs A. Black

St Bede Primary Academy, Morris Green Lane, Bolton, BL3 3LJ

Telephone: 01204 61899 **Website:** www.stbedeacademy.org **Company Registered Number:** 07628909

Behaviour Management

- Promote positive behaviour in line with the school's behaviour policy and approach.
- Respond to incidents appropriately and constructively using a restorative approach.
- Support pupils in developing self-esteem, self-regulation, and positive relationships.
- Respond appropriately to challenging behaviour.

Support for Teachers**Lesson Preparation**

- Prepare, set out and organise any classroom resources and equipment.
- Assist in creating and maintaining classroom displays and resources
- Reinforce learning objectives and support pupil progress.

Monitoring and Feedback

- Observe and monitor pupils' responses to learning activities.
- Provide accurate and objective feedback to teachers regarding progress and achievement.
- Support in marking books or offering feedback to pupils.

Record Keeping

- Assist with recording achievement, maintaining pupil records, and gathering information from parents/carers as directed.

Administrative Support

- Provide clerical support, such as photocopying, filing, and managing classroom supplies.

Support for the School / Academy**Policies and Procedures**

- Comply and support in implementing all academy policies and procedures.
- Uphold safeguarding, health and safety, equality, confidentiality, and data protection requirements.

Supervision

- Supervise and lead play based- activities for pupils during breaktimes, lunchtimes.

Professional Collaboration

- Attend staff meetings and training sessions.
- Participate in professional development and performance management activities.
- Liaise with external professionals where appropriate.

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Core Values

The successful candidate will actively promote and demonstrate the core vision and values of **St Bede Academy** and the Trust at all times

Organisational Competencies

The postholder will demonstrate competence in the following areas:

- Safeguarding and Child Protection
 - Communication Skills
 - Supporting Teaching and Learning
 - Behaviour Management
 - Teamwork and Collaboration
 - Organisation and Time Management
 - Supporting Inclusion and SEND
 - Professionalism and Integrity
 - Literacy, Numeracy and ICT Skills
 - Reflective Practice and Development
 - Health, Safety and Wellbeing
 - Initiative and Adaptability
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Person Specification – Teaching Assistant Level 2

Essential Criteria

Qualifications & Skills

- Good literacy and numeracy skills
- Basic ICT skills to support learning and classroom administration
- Good communication and interpersonal skills

Knowledge & Experience

- Understanding of safeguarding and child protection responsibilities
- Ability to support learning activities and reinforce teacher instructions
- Ability to lead small group learning activities e.g interventions, phonics sessions, SEND interventions etc
- Ability to support positive behaviour management
- Understanding of inclusive practice, including support for pupils with SEND and/or EAL
- Ability to prepare classroom resources and support classroom organisation
- Experience of working with children in an educational setting
- Ability to work effectively as part of a team

Personal Qualities

- Builds positive relationships with pupils, staff, and parents/carers
- Shows empathy, patience, and professionalism

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- Maintains confidentiality and follows and supports implementation of school policies and procedures
- Flexible and able to respond to changing classroom needs
- Commitment to equality, inclusion, and professional development

Desirable Criteria

- NVQ Level 2 for Teaching Assistants or equivalent qualification
- Relevant Teaching Assistant qualification
- GCSE Grade 4/C or equivalent in English and Mathematics
- Relevant First Aid qualification or willingness to undertake training
- Experience supporting pupils with SEND or EAL

Safeguarding Statement

St Bede Academy is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be subject to enhanced DBS checks and satisfactory references.

Equal Opportunities

St Bede Academy is committed to equality of opportunity and welcomes applications from all suitably qualified candidates regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, or pregnancy and maternity.

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