



ST. OSWALD'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

POST TITLE: Teaching Assistant - Level 2

GRADE: Band 4 Scale Point 6 -

RESPONSIBLE TO: Headteacher and Governing Committee

Overall Objectives of the Post:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom environment. Work may be carried out in the classroom or outside the main teaching area. To assist the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

Key Tasks of the Post:

1. To provide support to pupils. You will:

- Supervise and provide particular support for pupils, including those with special educational needs, ensuring safety and enabling access to learning activities.
- Assist with the development and implementation of Action Plans/Positive Handling Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Administer medication following school policy and government guidance on the administration of Medication in school guidance.

2. To provide support for the Teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans. Assisting with the display of pupils' work.
- Using strategies, in liaison with the teacher, to support pupils to achieve learning and progress targets.
- Assisting with the planning of learning activities and lesson plans.
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, difficulties etc.
- Promoting excellent pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Establishing constructive relationships with parents/carers.
- Administering routine tests and invigilating exams.
- Undertaking routine marking of pupils' work.
- Providing clerical/admin. support e.g. photocopying etc.

3. To provide support for the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. English, mathematics, early years - recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

4. To provide support for the school by:

- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, GDPR, confidentiality and data protection, etc. You will always report any and all concerns to an appropriate person.
- Being aware of and supporting differences, and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings as required

- Participating in CPD, training and other learning activities/performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Engaging children in games, play, activities or learning during playtimes or lunchtimes both on the playground or inside of school.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.

St. Oswald's Catholic Primary School and Bishop Chadwick Catholic Education Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service. An online check will be undertaken for all shortlisted candidates.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.