



**St John the Baptist Catholic Primary School**  
**Job Description – L2 Teaching Assistant**

<b>Job Title:</b>	Teaching Assistant Level 2		
<b>Salary Band/Range:</b>	Salary: Band B FTE £24,796 - £25,583 Actual Salary: £18,671- £19,264	<b>Hours</b>	32.5 hours per week term time only + Insets
<b>Reporting to:</b>	The Headteacher		
<b>Core Purpose:</b>			
<ul style="list-style-type: none"> <li>To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.</li> <li>To support individual pupils or groups to meet set targets</li> </ul>			
<b>Key Responsibilities</b>			
<b>Main Areas of Responsibility:</b>			
<p>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.</p> <p><b>Support for pupils (either individually or in groups)</b></p> <ul style="list-style-type: none"> <li>Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being.</li> <li>Support children with special needs including behavioral, emotional and social development needs, communication and interaction difficulties.</li> <li>Dealing with the personal care needs of children where appropriate in line with the guidance of the school, MAC and local authority</li> </ul> <p><b>Support for the teacher (s)</b></p> <ul style="list-style-type: none"> <li>Provide support for learning activities by supporting the teacher in the planning and evaluation of learning activities.</li> <li>Supporting the delivery of learning activities</li> <li>Support in organising effective learning environments and maintaining appropriate records.</li> <li>Support literacy and numeracy activities in the classroom.</li> <li>Support the maintenance of pupil safety and security.</li> <li>Contribute to the management of pupil behaviour by promoting school policies with regard to pupil behaviour.</li> <li>Supporting the implementation of strategies to manage pupil behaviour.</li> <li>Undertake routine marking in line with school policy.</li> <li>Provide clerical/admin. support, e.g., photocopying and administer coursework.</li> </ul> <p><b>Support for the school</b></p> <ul style="list-style-type: none"> <li>Provide support to colleagues.</li> <li>Develop own effectiveness in a support role.</li> </ul>			

## 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.

## Additional Responsibilities:

### General duties

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 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.
- Adhere to the ethos of the school, promoting the agreed vision and aims. To promote the agreed vision and aims of the school.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attendance at appropriate staff meetings and parents evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Support the management of relevant items on the Risk Register.
- Support the development of relevant current initiatives.
- 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.

### Code of Conduct

- The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the School Code of Conduct for Employees.

### Health & Safety

- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
- 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.

### Policies & Procedures

- The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures.

Reviewed by : OLAAS

Date agreed: June 2026