



St Catherine's Catholic Primary School

Job Description and Person Specification

Title of post	Teaching Assistant Level 2
Responsible to	Teaching Team
Grade	3 – points 5-6
Purpose of the job	To work under the direction of teaching staff and within an agreed system of supervision, to implement work programmes with individuals and groups, in or out of the classroom. To enable access to learning for pupils and to assist in the management of pupils and the classroom.

Main duties and responsibilities
<p>Support for the pupils:</p> <ul style="list-style-type: none">• Support pupils with learning, behaviour and communication• Promote pupils social and emotional development• Support pupils with sensory and / or physical impairment• Help pupils to develop literacy / numeracy skills <p>Support for the teacher:</p> <ul style="list-style-type: none">• Contribute to the management of pupil behaviour• Observe and report on pupil performance• Contribute to the maintenance of pupil records• Contribute to the planning and evaluation of learning activities• Contribute to the development and monitoring of EHCPs and support plans <p>Support for the curriculum</p> <ul style="list-style-type: none">• Help pupils access the curriculum• Support the use of ICT in the classroom• Prepare and maintain resources and equipment as directed and assist pupils in their use <p>Support for the school</p> <ul style="list-style-type: none">• To contribute to the overall ethos and aims of the school• To comply with the policies and procedures of the school• To attend relevant meetings as required• To accompany teaching staff and pupils on visits, trips, out of school activities• Any other related duties as they may arise• Liaison with parents as required <p>Qualifications and experience</p> <ul style="list-style-type: none">• Ongoing training will be provided as necessary

Professional competences and assessment methods

Qualifications

Evidenced through application form and references

- Desirable: NVQ2 for Teaching Assistants
- Essential: Qualification in English and Maths (GCSE A*-C or 9-4)

Contribution to the Catholic ethos of the school

Evidenced through application form, interview and reference

- Desirable: Practising Catholic
- Essential: Able to build relationships with pupils reflecting Catholic values

Personal attributes and qualities

Evidenced through interview and reference

- Essential: Sensitive to meeting individual needs
- Essential: Physically able to manage moving and handling techniques
- Essential: Adaptable and determined, willing to persevere
- Essential: Energetic and self-confident
- Essential: Reliable and committed, with integrity
- Essential: Able to solve problems
- Essential: Able to work as part of a team

Experience and key skills

Evidenced through application form, interview and reference

- Desirable: Extensive experience of working with primary children in a classroom
- Desirable: Experience of working with children with special educational needs
- Essential: Effective use of ICT
- Essential: Adequate knowledge of the primary curriculum to enable support for pupils
- Essential: High level of interpersonal and communication skills
- Essential: Awareness of strategies to support and develop effective learning