



## Job Description

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| <b>Job Title:</b>      | Casual Teaching Assistant Level 2                                                                                                                                                                                                                                                                                             |
| <b>Responsible to:</b> | Principal                                                                                                                                                                                                                                                                                                                     |
| <b>Job Purpose:</b>    | As a Level 2 Teaching Assistant, you will play a pivotal role in supporting the educational development of pupils in collaboration with teachers and other support staff, with a strong commitment to education, experience working with pupils, and a desire to contribute to a positive and inclusive learning environment. |
| <b>Salary:</b>         | £13.28 per hour plus holiday pay enhancement – actual £14.88 per hour                                                                                                                                                                                                                                                         |
| <b>Hours:</b>          | Casual as and when required                                                                                                                                                                                                                                                                                                   |

### Main Responsibilities:

#### Catholic life and Mission

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

#### Key Responsibilities

##### Classroom Support:

- Contribute to curriculum planning of learning activities.
- Supervise and provide targeted support to individuals or small groups of students in line with the teacher's guidance.
- Assist with the lesson/activity planning, delivery and evaluation.
- Adapt teaching materials to meet the needs of diverse learners.
- Support the implementation of strategies to manage pupil behaviour and help manage pupil behaviour.
- Active involvement in day-to-day management of the learning environment, including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources.
- Support and use IT in learning activities & develop pupils' competence and independence in using IT.

##### Assessment and Progress Tracking:

- Assist in the assessment of pupil progress, providing feedback to teachers.
- Support the recording and tracking of pupil achievements and areas for improvement.

**Support for pupils:**

- Support individuals or groups during independent /group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able pupils, extend/challenge more able, keep pupils on task, interested, motivated and engaged.
- Occasional support to whole class for short periods.
- Help pupils to develop communication skills and role play activity.
- Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.
- Promote independence and development of self-esteem.
- Assist in the personal, social, emotional development of pupils and development of self-esteem.
- Assist with the development and implementation of IEPs/behaviour plans.
- Use specialist skills/ knowledge/ training to provide support in specialist areas.
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set.
- Identify and report uncharacteristic behaviour patterns.
- Assist with pupil supervision on off – site Educational Visits, under overall guidance of the teacher.
- Monitor and provide for general care, safety and welfare of pupils, including tasks connected with their social inclusion and personal/physical care.
- Ensure the continued safety and wellbeing of children during breaks and lunchtimes in the dining areas, playgrounds and other parts of the school premises.
- Manage lunch time by promoting good social skills, manners and cleanliness.
- Engage children in developmental play at break and lunch time.
- Provide welfare support to children, including first aid duties within personal level of expertise.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school in line with the school's procedures for Child Protection & Safeguarding.

**Individualised Support:**

- Provide additional assistance to pupils with special educational needs, following Individual Education Plans (IEPs) and guidance from the SENCO.
- Collaborate with external specialists as and when needed, attending IEP and EHCP review meetings if appropriate.

**Communication:**

- Maintain effective communication with teachers, parents, and other staff members.
- Report any concerns or notable observations regarding student well-being, progress and achievement.
- Participate in parent-teacher meetings and provide updates on pupil progress.

**Other**

- To always support the Catholic ethos of the Multi Academy Trust by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Trust policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Trust reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Trust in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Trust to reflect or anticipate changes in the job commensurate within the grade and job title.*

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_