



St Gabriel

the Archangel

Catholic Multi-Academy Trust

Teaching Assistant- Level 2

Job Description

*Forming Christ-centred pilgrims of hope, with kind hearts,
questioning minds, a thirst for knowledge and a hunger for justice.*

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Introduction- Core Purpose

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. Work may be carried out in the classroom or outside the main teaching area.

Key Responsibilities

Teacher Support- Actions

- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use given strategies, in liaison with the teacher and under their guidance, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers/members of the MAC
- Provide clerical/administration support e.g. photocopying, typing, filing, money, administer coursework etc.

Curriculum Support- Actions

- Undertake structured and agreed learning activities/teaching programmes, making minor adjustments to activities according to pupil responses
- Undertake pre-defined programmes linked to local and national learning strategies e.g. English, Maths, KS3, early years recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

- Prepare, maintain and use routine equipment/resources that are required to meet the given lesson plans/relevant learning activity and assist pupils in their use.

Pupil Support- Actions

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with implementation of Individual Education/Behaviour 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.
- To act as a qualified person for the administration of First Aid within the Academy
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Deliver given strategies that set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Be responsible for medication, dressing, bathing, personal/intimate support (not an exhaustive list) on a daily basis for student/s with medical needs – full training will be provided
- Help to transfer student/s from manual to electric wheelchair/chair/hoist/rise and fall bed as necessary so that they can use aids to move around school.
- To adhere to and actively promote the “Don’t Walk on by” philosophy.

Academy Support- Actions

- Adhere to the Staff Code of Conduct and actively promote the Catholic ethos of the Academy and Company.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy and the MAC/Main Improvement priorities.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required and as directed by the Principal
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at pupil’s lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated. These will include:-

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Adopt and promote "Don't Walk On By" policy and comply with all safeguarding requirements
- Emotional resilience in working with challenging behaviours and
- Attitudes to use of authority and maintaining discipline.
- This post requires the post holder to undertake an Enhanced DBS Check.

Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance within the general scope of the post. This job description may be reviewed and amended at any time, following consultation.

Safeguarding Commitment

St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children's Barring List check.

Person Specification

E = essential

D = desirable

Qualifications	
Completion of DfES Teacher Assistant Induction Programme	E
NVQ2 for Teaching Assistants or equivalent qualification/ experience	E
Training in the relevant learning strategies eg. literacy.	E
Appropriate knowledge of first aid/training as appropriate.	D
Participates in development and training opportunities	D
Experience	
Working with or caring for children of relevant age.	E
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.	E
Basic understanding of child development and learning	E
Good numeracy/literacy skills.	E
Effective use of ICT to support learning. Use of other technology: video, photocopier	E
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	D
Ability to self-evaluate learning needs and actively seek learning opportunities.	D



Personal Attributes

Respect and promote the Catholic ethos of the Academy.	E
Ability to relate well to children and adults	E
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E
Post holders will be required to demonstrate the behaviours and attributes that support MAC's core values	E