**Job Description**

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|  | **Job Title**  | SEND/ General Teaching Assistant – Level 2a / 2b |
| **School**  | St Joseph’s Catholic Infant and Junior Schools |
| **Location**  | Wembley |
| **Grade** | Scale 2 (Point 3-4) |
| **Reports to** | *Executive Headteacher* |
| **Staffing Responsibility** | N/A  |
| **Restricted** | No |

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| 1. **Job Purpose:**
	1. To carry out work, care and/or support programmes for pupils, under the instruction/guidance of teaching/senior staff.
	2. To enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
	3. To contribute to the overall ethos, work and aims of the school.
	4. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
	5. Attend to the pupils’ personal needs, including social, health, physical, hygiene, first aid and welfare matters.
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| 1. **Principal Accountabilities And Responsibilities:**

***All LTAs perform the following duties and responsibilities. In addition, each LTA may hold a role specific Job Description related to the designated Learning area in which they work.**** 1. Supervise and provide support and assistance to individuals and groups of pupils including those with special needs, ensuring their safety and access to learning activities.
	2. Undertake structured and agreed learning activities and teaching programmes for individuals and groups of pupils, including local and national learning strategies such as literacy, numeracy, early years, KS3.
	3. Adjust learning activities and teaching programmes to take account of pupil needs and responses.
	4. Use appropriate strategies and approaches to support and assist pupils to achieve learning goals
	5. Contribute to the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.
	6. Establish constructive relationships with pupils and interact with them according to their individual needs.
	7. Assist with planning of learning activities.
	8. Monitor and record pupils’ progress, achievements and responses in respect of all learning activities and teaching programmes.
	9. Provide detailed feedback to the teacher on pupil progress, achievements, and problems, and under guidance of the teacher provide feedback to pupils on their progress and achievements.
	10. Create and maintain a orderly and supportive environment for pupils and teachers, and assist

with the display of pupils’ work* 1. Prepare, maintain and use equipment and resources, including information and communication

technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of pupils’ competence and independence in their use.* 1. Administer routine tests, invigilate exams, and undertake marking of pupils’ work.
	2. Provide a range of clerical and administrative support to teaching staff, including photocopying,

word-processing, filing, collecting money, and administering coursework.* 1. Promote positive pupil behaviour, dealing promptly with conflict and incidents in accordance

with the school’s policies and procedures, and encourage pupils to take personal responsibility for their behaviour.* 1. Promote the inclusion and acceptance, and encourage self-esteem and independence, of all

pupils.* 1. Assist with supervision of pupils out of lesson times, including before and after school and at

lunchtimes.* 1. Accompany teaching staff and pupils on trips and school activities as required and take

responsibility for a group under the general supervision of the teacher.* 1. Participate in training and development activities and programmes, and attend and participate

in meetings, as required. * 1. Establish and develop constructive relationships with parents/carers, and appreciate and

support other professionals.* 1. Be aware of and comply with policies and procedures, and report all concerns to an appropriate

person, in respect of:• child protection,• health, safety and security,• confidentiality, and• data protection.* 1. Ensure all pupils have equal access to opportunities to learn and develop.
	2. Undertake these duties within agreed departmental service/school objectives, policies and
	3. procedures and promote the Council's Equal Opportunities Policy.
	4. Undertake other various responsibilities as directed by the Executive Headteacher.
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**Progression Arrangements - Teaching Assistant (Level 2a) to Teaching Assistant (Level 2b)**

Progression for moving from Level 2a to 2b will be subject to the following requirements:

1. The individual Teaching Assistant (Level 2a) being able to demonstrate the following:

• successful performance in a Level 2a post for a minimum period of two years;

• evidence of continuous professional learning and development relevant to the role of a teaching assistant e.g. literacy and/or in particular curriculum areas such as bi-lingual, sign language, dyslexia, ICT, maths English CACHE;