



The  
**St Gregory the Great**  
Catholic Academy Trust

*'Where love exists, it does great things'*

Job Description	
Role	Teaching Assistant Level 2
Grade	B3
Responsible to	Class Teacher/SLT

### Purpose of Role

To work under the instruction/guidance of teaching/senior staff to undertake and implement 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.

To promote and ensure the welfare and safeguarding of children at all times.

### Responsibilities

- To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- To establish constructive relationships with pupils and interact with them according to individual needs
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To set challenging and demanding expectations and promote self-esteem and independence.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- To use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- To assist with the planning of learning activities
- To monitor pupil's responses to learning activities and accurately record achievement/progress as directed.

- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- To 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
- To establish constructive relationships with parents/carers
- To administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- To provide clerical/administrative support - photocopying, typing, filing, money, administer coursework.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To undertake programmes linked to local and national learning strategies -. literacy, numeracy, KS3, early years-recording achievement and progress and feeding back to the teacher.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To appreciate and support the role of other professionals.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- To 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.
- To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills
- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- Play a full part in the life of the school community, fully support our distinctive Catholic mission and ethos and encourage and ensure staff and pupils follow this example.
- Be aware of and comply with school and Academy Trust policies and procedures e.g., 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 equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and St Gregory the Great Catholic Academy Trust
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Person Specification	
Role	Teaching Assistant Level 2
Grade	B3

Qualifications	E	D	M
GCSE Maths and English (A-C)		X	A
First aid training		X	A

Skills	E	D	M
Good numeracy/literacy skills	X		A,I
Able to effectively use ICT to support learning	X		A,I
Use of other appropriate technology – video, photocopier	X		A,I
Ability to relate well to children and adults	X		A,I
Ability to work constructively as part of a team	X		A,I
Ability to self-evaluate learning needs and actively seek learning opportunities		X	A,I

Knowledge	E	D	
Understanding of relevant policies/codes of practice and awareness of relevant legislation	X		A,I
Basic understanding of child development and learning	X		A,I
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	X		A,I
Completion of DfES Teacher Assistant Induction Programme Or equivalent qualifications or experience	X		A,I
NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment	X		A,I
Training in the relevant learning strategies e.g., literacy	X		A,I
An understanding of classroom roles and responsibilities and your own position within these.		X	A,I

Experience	E	D	I
Working with or caring for children of relevant age		X	A,I

Behavioural/Personal Characteristics	E	D	I
Ability to understand and observe the School and Academy Trust's Equal Opportunities Policy.	X		A,I
To carry out all duties having regard to an employee's responsibility under the School and Academy Trust's Health & Safety Policies.	X		A,I
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	X		A,I
Commitment to promoting the welfare and safeguarding of children, young people and vulnerable adults	X		

Key
E= Essential Criteria D = Desirable Criteria M = Method of Assessment A= Application Form I= Interview T= Test/Assessment Task