



"let your light shine before others" Mt5

St Paul's Catholic School

Level 2 Teaching Assistant

Job Description

Job details

Salary: Band 2 Point 3-5 £18,887 to £19,650 per annum full time equivalent – Actual Salary £11,509 to £11,974

Hours: 26.25 Hours (Monday to Friday to 8.30 to 2.15 or 9.30 to 3.15)

Contract type: Term Time (39 weeks) Permanent

Reporting to: SENDCO

Main purpose

To work under the guidance/instruction of SENDCO/designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist teachers in the management of students in the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

Key responsibilities of this role include, but are not limited to:

Support for Pupils

- To establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations
- To supervise and provide particular support for students, including those with special needs, ensuring their access to learning resources.
- To ensure pupils' safety and welfare and provide pastoral support where required.
- To promote inclusion and acceptance of all students in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- To support the implementation of Intervention work, Learning Support Plans, Personal Care Programmes, Curriculum Planning and Assessment
- To promote self-esteem and independence amongst students
- To provide feedback to students on their progress and achievement under the guidance of a teacher, in line with school policy. Evaluate learning and provide feedback to the teacher/parent/Sendco/agency as needed.

Support for Teachers

- To promote good pupil behaviour, dealing promptly with conflicts in line with school behaviour policies.
- To establish constructive relationships with parents and carers, promoting the School's home/school liaison policy.
- To assist teachers with the preparation of teaching and learning materials and resources.
- To undertake structured and agreed learning activities/programmes, being aware of pupil learning styles. Adjust activities according to students' responses/needs.
- To monitor students' responses to learning activities and achievement as directed

- To provide detailed feedback to teachers on students' achievement, progress, problems etc. as requested.
- To undertake student record keeping as requested
- To support the effective use of ICT in learning activities and develop students' competence and independence in its use.
- To assist in maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- To prepare, maintain and use equipment/resources required to meet the lesson in liaison with the teachers

Support for the School

- To be aware of and comply with policies relating to child protection, health and safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
- To contribute to the overall work, smooth running and ethos of the school
- To appreciate and support the role of other members of the team
- To attend and participate in meetings as required
- To improve one's own practice through training, self-evaluation and performance management.

Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIREABLE
Qualifications and training	<ul style="list-style-type: none"> • NVQ Level 2 • Five GCSEs including a minimum of GCSE (or equivalent) grade C in Maths and English • Experience of working as a Teaching Assistant 	✓ ✓	✓

Skills and knowledge	<ul style="list-style-type: none"> • Good communication skills and the ability to manage interpersonal relationships • A polite, friendly and cheerful disposition. • A team player, self-motivated, proactive, flexible and adaptable • Excellent customer service skills • Able to remain calm under pressure • Good ICT Skills • Excellent verbal and written communication skills • Excellent planning, organization and negotiation skills 	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Personal qualities	<ul style="list-style-type: none"> • Willingness to support Catholic life in schools • Professional, friendly and approachable and able to relate well to staff, students and visitors • Able to adapt to changing circumstances and new ideas • Attention to detail • Can-do attitude and solution focused approach • Ability to be respectful and promote equality of opportunity and diversity 	✓ ✓ ✓ ✓ ✓ ✓	
Safeguarding	<ul style="list-style-type: none"> • Understanding of responsibilities of the Trust and school in ensuring compliance with all relevant legislation 	✓	