



Holy Redeemer Catholic Primary School

JOB DESCRIPTION

Level 2 Teaching Assistant

27.75 hours a week, Term Time

Pay Grade SCP 3 (£18951-£19296 pro rata)

Closing Date: 27.01.22

JOB PURPOSE

To be a proactive, integrated member of the School Staff Team and support the learning process, under the direction of a teacher, utilising their skills to create an educational environment in which the pupils' all round development is achieved in accordance with the School Development Plan and that the children's full potential is realised.

Principle Responsibilities

- Under the supervision of the class teacher, work as part of a team to promote the individual needs of children in the class, promoting their physical, social, emotional and cognitive development and meeting their needs as directed by the class teacher and SENCo.
- Under the supervision of the class teacher support the learning of individual pupils and small groups of pupils, as per the class teacher's plan and instructions.
- In the context of the school, to be an effective communicator to ensure the pupils receive the highest quality education and keeping the class teacher informed of progress and development areas highlighted from one to one and small group sessions.

Duties and Responsibilities

- To receive and act on information from SENCo and class teacher, or other professionals to ensure all pupils' needs are met.
- Relate to pupils sensitively and with understanding, appropriate to their individual needs.
- When required, assist the class teacher in supporting planning, delivery and assessment of pupil progress.
- Deliver sessions to individual pupils/small groups to target specific objectives.
- Assist in all aspects of pastoral care of pupils, including emotional well-being.
- As part of a team provide a consistent approach to working with pupils.
- In compliance with laid down health and safety procedures, take all reasonable steps to ensure the safety of pupils, themselves and colleagues.
- Under the supervision of the class teacher:
 - observe, monitor and assess pupils and maintain any written records that may required;
 - undertake appropriate training, as provided
- Support pupils' play and safety at morning break, on a rota basis.
- Display and present children's work.
- Prepare and clear away resources for lessons, including photocopying

- Developing inclusion by facilitating participation and learning, help build confidence, self-esteem, a sense of independence, understanding of diversity and access to the curriculum so that all pupils are enabled to reach their full potential alongside their peers.
- Encouraging a high standard of behaviour, develop relationships with others and recognise and deal with emotions in an appropriate way.
- Establishing, developing, monitoring and maintaining positive pupil relationships.
- Assist with the monitoring of pupils by providing feedback on their engagement, achievement towards learning objectives and any development areas.
- Observing and reporting on pupil performance, contribute to maintaining pupil records and keep such records as are required by the school.
- Supporting individual lessons and activities by setting out learning materials and resources in line with the lesson plan.
- Preparing and maintaining resources and keeping the classroom and equipment tidy and clean.
- General supervision and behaviour management, within school policies and procedures.
- To promote pupil independence in learning, and reinforcing self esteem through praise and encouragement
- Assisting with outdoor activities and visits.
- Hearing children read (1-2-1 and small group guided reading sessions)
- Being aware of confidentiality issues linked to home/pupil/teacher/school and to keep confidences as appropriate.
- Participating in appropriate school-based meetings and training activities to meet the changing demands of the job.
- Work in accordance with the school's guidance and policies.
- Undertake any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

Note:

- This job is subject to and dependant on successful DBS and reference checks
- The Governors reserve the right to alter the contents of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties must be carried out in a manner which promotes equality of opportunity, dignity and respect for all employees, pupils. parents and professional partners.