

## Job Description

### Teaching Assistant 1:1 (Level 2)

<b>Reporting to:</b>	SENCo / Headteacher;
<b>Liaising with:</b>	This post involves working closely with the SENCo / Headteacher and the wider school team;
<b>Grade/Salary:</b>	Band 2 (SCP 3-5)
<b>Hours of work:</b>	TBA

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#### Main Purpose:

To work under the direction of the SENCo, or the Headteacher, to support teaching and learning usually within the classroom to maximise the participation of pupils in the social and academic processes of the school.

Working independently to encourage pupils to become more independent learners and help to raise achievement and attainment for all pupils.

This may be done in the form of one-to-one support, working with small groups or the whole class, to help raise the standard of achievement for all pupils.

#### Duties & Responsibilities:

##### Key Duties

- Assist the class teacher to plan, differentiate and prepare intervention strategies to improve learning for specific pupils.
- To monitor progress against these targets, planning and implementing further strategies as required.
- Provide support to individuals and groups, enabling them to access the curriculum, whilst monitoring progress and responding to challenges as they arise.
- To keep parents, carers, families and the Lead TA fully informed of developments and plans.

##### Support the Pupil By:

- Undertaking learning activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- Developing their key curriculum skills by having an awareness of individual needs, targets and the support required to assist the pupils' development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Working to establish a supportive relationship with the pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
- Encouraging acceptance and inclusion of the child with specific needs, while promoting and reinforcing the child's self-esteem.

### Support the Teacher By:

- Providing support for learning activities by monitoring the effectiveness of activities in promoting pupils' learning and modifying these where necessary.
- Monitoring individual children's needs, maintaining records of the pupils' development and reporting these to their designated supervisor as appropriate.
- Providing general support to the teacher in the management of pupils in the classroom and on educational visits.

### Support the School By:

- Demonstrating a willingness to keep up to date with professional practices by maintaining an understanding of the requirements of the role.
- Being aware of school's policies and procedures.
- Being aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
- Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- Performing any task or duty under the reasonable direction of the Lead TA or a member of the School's Senior Leadership Team.

### General

The duties and responsibilities of this role have been developed with due consideration to the Supporting Teaching and Learning National Occupational Standards (STL NOS).

The standards appropriate to this role are: STL1, STL3, STL6, STL8, STL18, STL20, STL24, STL31, STL33, STL37, STL40, STL49, STL55, STL59, STL60, and STL62.

*The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

### Teaching Assistant 1:1 (Level 2)

A. Training & Qualifications	Essential	Desirable
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above	A	
Behaviour management qualifications and/or training		A
Level 3 TA qualification is highly desirable		A
Commitment to ongoing professional development	A	

B. Experience	Essential	Desirable
Previous experience of working with primary school aged pupils 4yrs – 11yrs	A & I	
Working and collaborating with a team		A & I
Ability to respond quickly and effectively to issues that arise	I	
Ability to use own initiative and take action accordingly	I	
Effective communication with adults and children	I	
Ability to build effective working relationships with colleagues	I	

C. Professional Knowledge and Skills	Essential	Desirable
Evidence of IT Skills (Microsoft Suite)	A & I	
An excellent understanding of how children learn.	I	
Good English and Maths knowledge and understanding how to support children in all areas of learning	I	
Understanding of factors likely to impact on students' behaviour and well being	I	
Safeguarding Policy and Procedure		A & I

D. Personal Attributes	Essential	Desirable
Able to manage own workload	I & T	
Able to prioritise	I & T	
Able to show initiative	I & T	

<b>D. Personal Attributes (continued)</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools	I	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

<b>E. Safeguarding &amp; Equality</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	