

## Job Description

### Teaching Assistant (Level 2)

<b>Reporting to:</b>	Headteacher / Other SLT Member, as Specified by the School;
<b>Liaising with:</b>	Pupils / Parents / Headteacher and the wider school team;
<b>Grade/Salary:</b>	Band 2 (SCP 3-5)
<b>Hours of work:</b>	TBA

#### Main Purpose:

- To enhance pupil's education, life skills and emotional well-being.
- To support pupils' learning as directed, in context of fostering independence and self-esteem.
- To maintain accurate records and assist in administrative tasks.
- To give sound advice to parents/carers for their child's education.
- To support the aims and ethos of the School.
- To set a good example in terms of dress, punctuality and attendance.
- To be proactive in matters relating to health and safety and child protection/safeguarding.
- To provide appropriate supervision to individual or groups of pupils.
- To share and adopt best practice and good ideas with other staff.
- To implement and promote the Trust and the school's policies and procedures relating to all areas of employment and service delivery.

#### Duties & Responsibilities:

##### Key Duties

- Assists in the educational and social development of pupils under the direction and guidance of teachers or advisory staff.
- Assists in the implementation of pupil's Individual Education Programmes & monitors progress.
- Provides support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
- Works with other professionals, such as speech therapists and occupational therapists, etc.
- Assists with administrative tasks, e.g. maintaining pupil records, creating displays of work, etc.
- Supports pupils with emotional or behavioural problems and helps develop their social skills.
- Works with parent/carers to support pupils' learning and behavioural needs.
- Attends team and staff meetings.

##### 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 (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 inc English Lang and Mathematics to Grade C or above	A	
Behaviour management qualifications and/or training		A
Level 2 TA qualification (or equivalent) e.g. Teaching Awards		A
CACHE Level 2 Certificate in Childcare & Education		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) as a learning tool	A & I	
Sufficient literacy & numeracy skills in order to carry out the duties and understand attended courses, e.g. the mandatory 4-day induction for Teaching Assistants.	I	
Good English and Maths knowledge and understanding how to support children in all areas of learning	I	
Knowledge & understanding of at least one area of learning, e.g. English, Maths, Science, SEN, Early Years, and KS 3 Strategy for literacy or numeracy		A & I
Able to relate policies & frameworks relate to the subjects/support required.	I	
Able to relate well to adults and children their learning difficulties and their needs.	I	

<b>D. Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Able to plan own work and to exercise initiative and independent action.	I & T	
Able to present information effectively, verbally and in writing.		I
Able to transfer theory/training into practice and demonstrate skills of problem solving drawing on relevant experience.		I
Able to prioritise	I & T	
Able to show initiative	I & T	
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	
Enhanced DBS Certificate	A	
Aware of equal opportunities in relation to this role	I	