



JOB DESCRIPTION

Post: Teaching Assistant Level 2

Pay Scale: Grade 3 SCP 5-6

Responsible to: SENDCO

Contract Type: Term Time Only, 37 hours a week plus 5 days.

Core Purpose:

The Teaching Assistant Level 2 will work under the direction of teaching staff and will be involved in some learning activities within the overall teaching plan to enable access to learning which will be in addition to undertaking the core duties of the role.

Core Duties

Help to keep children safe by:

- preparing and maintaining a safe and hygienic environment
- dealing with accidents, emergencies, and illness
- supporting the safeguarding of children
- encouraging children's positive behaviour

Provide support for learning activities by:

- supporting the teacher in planning learning activities
- supporting the delivery of learning activities
- supporting the teacher in the evaluation of learning activities
- promoting independence

Support children's development by:

- contributing to the development of children physically, emotionally and socially and the associated skills
- contributing to children's communication and intellectual development
- contributing to planning to meet children's development needs.

Support literacy and numeracy development by:

- supporting pupils to develop their reading, writing skills, speaking/talking and listening skills.
- supporting pupils to develop numeracy skills and to use and apply mathematics.

Support the use of information and communication technology for teaching and learning by:

- preparing and supporting the use of ICT resources for use in teaching and learning

Use information and communication technology to support pupils' learning by:

- undertaking the preparation of ICT to support pupils' learning.
- supporting pupils' learning through

Observe and report on pupil performance to inform the teacher's assessment and planning.



Prepare and maintain the learning environment by:

- preparing the learning environment and learning materials for use
- monitoring and maintaining the learning environment and resources.

Provide displays by:

- setting up, maintain and dismantling displays.

Promote positive behaviour by:

- implementing agreed behaviour management strategies
- supporting pupils in taking responsibility for their learning and behaviour

Develop and promote positive relationships by:

- interacting with and responding to children and adults
- developing positive relationships with children and adults
- communicating effectively with children and adults
- supporting children in developing positive relationships

Provide effective support for your colleagues by:

- maintaining working relationships with colleagues
- developing your effectiveness in a support role

Support the development and effectiveness of work teams by:

- contributing to effective team practice
- contributing to the development of the work team

Reflect on and develop practice by:

- reflecting on own professional practice
- taking responsibility for and participating in continuing professional development

Support children's play and learning by:

- participating in activities to encourage communication and language.
- providing opportunities for children's drama and imaginative play
- encouraging and supporting children to be creative in physical play
- creating a range of play opportunities to children
- supporting children's rights and choices in play
- encouraging children to explore and investigate.

Contribute to supporting bilingual/multilingual pupils by:

- contributing to the development of skills of bilingual/multilingual pupils in the target language
- supporting bilingual/multilingual pupils during learning activities

Support a child with disabilities or special educational needs by:

- supporting a child with disabilities or special educational needs by providing care and encouragement
- providing support to help the child to participate in activities and experiences.
- supporting the child and family according to the procedures of the setting



Other Duties

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- To continue personal development and to engage actively in the appraisal process.
- To undertake other duties as directed by the Headteacher.

Location:

The role will be school based at St Monica's RC High School.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. The Trust aims to reach an agreement on any alterations.



Person Specification

| | | Essential/ desirable | Evidence |
|---------------------------------|--|---------------------------------|-----------------|
| Qualifications | GCSE English and Maths at Grade A* - C, Or Level 9-4 or a Level 2 qualification in Literacy & Numeracy. | E | A/C |
| | To possess or be willing to work towards a first aid certificate. | D | A/C |
| | Level 2 NVQ qualification. | E | A/C |
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| Knowledge and Experience | Understanding & willingness to use basic technology. | E | A/I |
| | Ability to work in a team environment | E | A/I |
| | Have an understanding of classroom roles and responsibilities | E | A/I |
| | Experience or working with and/or caring for children within an education setting. | D | A/I |
| | Ability to build effective working relationships with pupils and colleagues | E | A/I |
| | Experience of working with &/or caring for children. | E | A/I |
| | Have the ability to provide admin support to the teacher/department. | E | A/I |
| | Have the skills and knowledge to implement literacy/numeracy programmes. | E | A/I |
| | Knowledge and understanding of how ICT can support learning. | E | A/I |
| | Awareness and understanding of school curriculum. | E | A/I |
| | Awareness of, and commitment to inclusion in a school setting. | E | A/I |
| | Understanding of children in the appropriate age range. | E | A/I |
| | To work towards demonstrating- High expectations of children and young people with a commitment to helping them fulfil their potential. | E | A/I |
| | The ability to establish fair, respectful, trusting, supportive and constructive relationships with children and young people. | E | A/I |
| | The ability to communicate effectively and sensitively with children, young people, and colleagues. | E | A/I |
| | The ability to recognise and respect contribution that parents and carer can make to the development and wellbeing of children and young people. | E | A/I |
| | A commitment to collaborative and co-operative working with colleagues. | E | A/I |



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| | The ability to organise and manage learning activities in way which keep children safe. | E | A/I |
| | The ability to actively encourage and motivate children to advance their learning. | E | A/I |
| | Knowledge of the school and its community. | E | A/I |
| | Improve own knowledge and practice by participating in professional reviews. | E | A/I |
| | Demonstrate a positive attitude to continuing personal development. | E | A/I |
| | The ability to converse at ease with customers and service users and provide advice in accurate spoken English. | E | A/I |
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Key

- E Essential
- I Interview
- D Desirable
- A Application
- R References
- C Certificate