



Teaching Assistant Role Overview

JOB DESCRIPTION

POST: Key Stage 2 Teaching Assistant GRADE: Level 1/Scale 3

CONTRACT: Permanent HOURS: 32.5 hours

RESPONSIBLE TO: Deputy Head and KS2 Lead

CORE PURPOSE OF THE POST

To uphold and nurture the Catholic ethos of the school.

To provide support for individual pupils, groups of pupils, the teacher and the school in order to: raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of all pupils in all aspects of school life.

MAIN DUTIES

1. To have due regard for safeguarding and promoting the welfare of children and young people. To follow all associated child protection and safeguarding policies as adopted by the school/local authority, and to be proactive in matters relating to health and safety.
2. Support pupils in respect of local and national learning strategies. E.g. literacy, numeracy, early years, as directed by the teacher and senior teachers. Keep records as directed following plans and guidance given.
3. Be aware of pupil progress/achievements and challenges and report to the teacher as agreed.
4. Encourage pupils to act independently, interact with others, and to engage in activities as appropriate.

5. Provide support for pupils inside or outside the classroom (including those with additional or special educational needs).
6. Support the teacher in managing pupil behaviour, following the schools behaviour policy.
7. Supervise pupils outside of lesson time, including at lunchtimes and playtimes, carrying out meals and play supervision.
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required.
9. Prepare classroom as directed for learning and clear away afterwards and assist with the display of pupils work.
10. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
11. To attend to a pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first-aid and welfare matters, including those with Special Educational Needs.
12. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
13. To meet and exceed expectations of best practice in line with the school's professional code of conduct.
14. Set a good example in terms of dress, punctuality and attendance.
15. Attend and participate in relevant meetings both during and after the school day as required including staff meetings.
16. Participate in training and other learning activities and performance development as required.
17. Undertake professional duties that may be reasonably assigned by the head teacher and deputy head teacher e.g. to tidy and help organise resources.
18. Maintain confidentiality of all pupils at all times.

PERSONAL SPECIFICATION

Area: Education		Section: St John Evangelist Catholic School
Designation: KS2 Teaching Assistant		Grade: Level 1/Scale 3
REQUIREMENTS		
QUALIFICATIONS AND EXPERIENCE		A/I/T
E1	To have numeracy or literacy qualification equivalent to GCSE pass	T
E2	A minimum of NVQ/CACHE Level 2 in childcare	A
E4	Experience of working with or caring for children of a relevant age	A/I
E5	Experience of working with children with SEN	A/I
KNOWLEDGE AND COMPETENCE		
E7	Appropriate knowledge of first aid or be willing to undergo training	A
D8	Has some understanding of the requirements of the new national curriculum for Early Years, Key Stage 1 and Key Stage 2	A/I
SKILLS		
E9	Evidence of communicating effectively orally and in writing, giving clear instructions	A
E10	IT literate	A
E11	Evidence of forming good relationships with adults, pupils and parents	A/I
E12	Evidence of working collaboratively within a team and when necessary	A/I
E13	Completes agreed tasks to the set timescales	A/I
E14	Ability to form and maintain appropriate relationships and personal boundaries with children and young people ensuring they are safeguarded.	A/I
EQUAL OPPORTUNITIES		

E15	Evidence of commitment to Equal Opportunities both in service delivery and employment, and an understanding of its effective operation within a school. An ability to ensure that each child's identity is respected and maintained and enhanced and that stereotypes are challenged in a sensitive way	A/I
OTHER QUALITIES		
E16	Working with parents	A/I
E17	Self-motivated	A/I
E18	Positive working with a range of professionals	A/I
E19	Commitment and willingness to meet the needs of the ethos of our Catholic school	A/I
E20	Can develop and implement new ideas	A/I
	E = Essential D = Desirable	
Assessed by: A = Application I = Interview T = Test		