

St. Paul's Catholic Primary School and Nursery

JOB TITLE: Teaching Assistant 2

REPORTS TO: Inclusions leader

SUPERVISES: Not Applicable

JOB PURPOSE:

- To enable pupils' access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities.
- To promote the development of the physical and mental well-being of pupils as directed by the class teacher.
- Contribute to the effective organisation of the school with administrative and clerical support.

KEY ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL RESPONSIBILITIES/DUTIES

Curriculum Support

- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans, learning outcomes.
- Assist with the preparation of materials/equipment (e.g. books, pencils, art supplies, sort games, AVA equipment) and in clearing up activities with the pupils.
- Assist in all areas of the curriculum to support learning outcomes using the teachers planned teaching and learning method.
- Provide unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Supervise individual or small groups of pupils undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning.
- Assist pupil achievement by monitoring learning against learning outcomes, and provide feedback to the class teacher.
- Assist pupils to develop their independence through undertaking tasks.
- Support the use of IT as a tool to enable learning.

- Deliver intervention programmes effectively and consistently as directed by the Inclusions leader.
- Contribute to the evaluation of intervention programmes.
- Assist with special activities in the school (e.g. sports days, plays, concerts, open days) accompany on school visits, projects
- Ensure that pupils work and play together positively and cooperatively,
- Help pupils change for practical activities.
- Arrange classroom to create a positive learning environment including arranging classroom displays.

General School Support

- Support the school's Catholic ethos and have a commitment to the school's mission statement.
- Be involved in extracurricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.