



St Thomas Cantilupe Church of England Primary School

Shine bright your light

Coningsby Street, Hereford HR1 2DY 01432 268400 Website: www.st-thomascantilupe.org
Email: admin@st-thomascantilupe.hereford.sch.uk Headteacher: Mrs Claire McKeown



Job description: Teaching Assistant Level 2

Job details

Job title: Teaching assistant Level 2 (TA)

Salary: SCP 4 - 6

Hours: 31.25 per week variable

Contract type: Term time only

Reporting to: Head Teacher

Responsible for: Supporting and enabling children to learn

Main purpose

The Teaching Assistant will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support and challenge to pupils, individually or in groups

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Supervise a class if the teacher is temporarily unavailable
- Undertake any other relevant duties given by the class teacher
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as needed
- Read and understand lesson plans shared prior to lessons, if available

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- *Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision*
- *Make a positive contribution to the wider life and ethos of the school*
- *Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy*

Professional development

- *Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness*
- *Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school*

Personal and professional conduct

- *Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school*
- *Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality*
- *Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community*
- *Respect individual differences and cultural diversity*

The TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
	<ul style="list-style-type: none">• Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) [• GCSEs at grades 9 to 4 (A* to C) including English and maths• Experience of working with children
Skills and knowledge	<ul style="list-style-type: none">• Good literacy and numeracy skills• Good organisational skills• Ability to build effective working relationships with pupils and adults• Skills and expertise in understanding the needs of all pupils• Knowledge of how to help adapt and deliver support to meet individual needs• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils• Excellent verbal communication skills• Active listening skills• The ability to remain calm in stressful situations• Knowledge of guidance and requirements around safeguarding children• Good IT skills• Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	<ul style="list-style-type: none">• Enjoyment of working with children• Sensitivity and understanding, to help build good relationships with pupils• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Commitment to maintaining confidentiality at all times• Commitment to safeguarding pupil's wellbeing and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 14/05/2024

Next review date: 14/05/2025

Headteacher signature: _____

Date: _____

Postholder's signature: _____

Date: _____