

Job Description

Post title: Level 2 Teaching Assistant
Grade: D, SCP 5 - 18
Reports to: Headteacher and SLT

To work as part of a professional team, supporting teachers in delivering high-quality learning and helping pupils achieve their full potential. The postholder will provide learning, pastoral and welfare support to individuals and groups of pupils, under the direction of teaching staff, in accordance with school and Trust policies.

Main Duties and Responsibilities

Supporting Pupils

- Support pupils' learning, development, wellbeing and personal care needs where required.
- Supervise and support pupils to ensure their safety, inclusion and access to learning.
- Build positive relationships with pupils and act as a reliable role model.
- Encourage independence, confidence, engagement and positive behaviour.
- Support pupils with additional learning, behavioural or special educational needs.
- Assist in implementing Individual Education Plans (IEPs), behaviour plans and other support programmes.
- Monitor pupil progress and provide feedback to teachers and pupils as directed.

Supporting Teachers

- Prepare learning resources and classroom environments for lessons.
- Support the delivery of learning activities with individuals, small groups and whole classes as directed.
- Observe and record pupil progress, achievements and behaviour.
- Assist with behaviour management in line with school policies.
- Contribute to learning activities and support pupils in achieving learning goals.
- Undertake routine administrative tasks, including record keeping, photocopying and filing.
- Maintain effective communication with parents and carers when required.

Supporting the School

- Promote and safeguard the welfare of all children and young people.
- Follow school and Trust policies relating to safeguarding, behaviour, health and safety, equality, confidentiality and data protection.
- Support the school's values, ethos and inclusive culture.
- Work collaboratively with colleagues and other professionals.

- Attend meetings, training and professional development activities as required.
- Accompany staff and pupils on educational visits and activities.
- Supervise groups of pupils under the direction of a teacher.
- Undertake other duties appropriate to the grade and responsibilities of the post.

General Requirements

- Participate in performance management, training and development opportunities.
- Maintain professional standards, confidentiality and positive working relationships.
- Demonstrate high expectations for all pupils and support their academic, social and emotional development.
- Promote equality, diversity and inclusion in all aspects of school life.
- Act as a positive role model and uphold the standards and values of the school and Trust.
- Comply with all relevant legislation, policies and procedures, including GDPR, data protection, safeguarding and health and safety requirements.

Additional Information

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Person Specification

Factors	Essential		Desirable	
Qualifications & Training	E1	Level 2 Early Years Teaching Assistant qualification or equivalent	D1	First Aid Qualification
	E2	A minimum of 4 GCSE's Grade C or above		
	E3	Paediatric First Aid Qualification/Training		
Experience	E4	Experience of working KS2/KS3		.
	E5	Experience of supporting children with Special Educational Needs.		
Skills	E6	An understanding of the needs of pupils.		
	E7	A commitment to ensure that all pupils are supported to achieve the highest standards.		
	E8	Ability to work within a team.		
	E9	Ability to work with pupils on individual targets set by a member of staff.		
	E10	Ability to communicate effectively - orally and in writing.		

	E11	Good organisation and planning skills.		
	E12	The ability to work and support children with SEND needs independently.		
Personal Attributes	E13	Conscientious		
	E14	Good timekeeping		
	E15	Showing initiative		
	E16	Hard working		
Special Requirements	E17	A commitment to safeguard the welfare of children and young people.		
	E18	Compliance with data protection principles		
	E19	Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies		
	E20	Compliance with health and safety policies, rules and regulations		
	E21	To uphold the Catholic ethos of our school.		