

Teaching Assistant Grade 2

Job Description	
POST TITLE:	Teaching Assistant 2
GRADE:	Grade 4 – pt 4-6
CAR USER:	
LOCATION:	St Augustine's RC High School
RESPONSIBLE TO:	Head of SENCO
STAFF RESPONSIBLE FOR:	
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>Under the teachers clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.</p>	
MAIN ACTIVITIES : What the Postholder will actually do. What Prescribed duties the postholder will have.	
Support for Pupils <ul style="list-style-type: none"> • Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks. • To undertake activities to assist in monitoring the personal social and emotional needs of pupils. • To develop positive relationships with pupils to assist pupil progress and attainment. • To assist in the devising of pupil's individual targets and their monitoring and review. • Support pupils as part of a planned inclusion programme • To assist in the development of varying skills that support pupils' learning. • To assist in the specific medical/care needs of pupils when specific training has been undertaken. 	
Support for the Teacher <ul style="list-style-type: none"> • To monitor individual pupils' progress and to report on pupils needs, achievements and concerns. • To assist in pupil supervision and the management of pupil behaviour. • To undertake classroom administrative tasks including the maintenance of records. • To provide ideas, resources and learning strategies for lessons • To liaise with parents, carers and outside agencies, where appropriate. 	

- To undertake arrangements for out of school learning activities, for example, pupil work experience.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.	
Prepared by:	Yasmin Desai	Date: 22/05/2024

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification Form

Post Title - Teaching Assistant - Level 2(a)

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
GCSE Maths and English (or equivalent)	E	A
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D	A
Experience		
Experience of working with or caring for children of relevant age	E	AIR
Experience of working in a relevant classroom/service environment	D	AIR
Experience of Administrative work	D	AIR
Experience of supporting pupils with challenging behaviour	D	AIR
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	AIR
Ability to relate well to children	E	AIR
Ability to work as part of a team	E	AIR
Good communication skills	E	AIR
Ability to supervise and assist pupils	E	AIR
Time management skills	D	AIR
Organisational skills	D	AIR
Knowledge of classroom roles and responsibilities	D	AIR
Knowledge of the concept of confidentiality	E	AIR
First Aid Certificate	D	AIR
Administrative skills	D	AIR
Knowledge of Early Years Foundation Stage	D	AIR
Good numeracy and literacy skills	E	AIR
Ability to make effective use of ICT	D	AIR
Flexible attitude to work	E	AIR

Other		
Commitment to undertake in –service development	E	AIR
Commitment to safeguarding and protecting the welfare of children and young people	E	AIR