

ST CATHERINE'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

TEACHING ASSISTANT LEVEL 2

**Barnet Unified Pay, Grade D - £17,440 - £19,250 (actual)
39 weeks per year**

Main Purpose of the Job:

To maintain the Catholic Ethos, aims and objectives of the school as set out in the School's Mission and Values and Vision statements.

To support the classroom teachers with their responsibility for the development and education of all pupils.

To assist in the development of pupils' learning, the provision of care and the management of pupils' behaviour under the guidance of teaching staff/senior colleagues.

Support for the Pupils

1. Assist with the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.
2. Support pupils with emotional or behavioural problems and help develop their social skills.
3. Establish constructive relationships with pupils and interact with them according to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
8. Work with other professionals such as speech therapists and occupational therapists as necessary.

Support for the Teacher

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
3. Assist with the planning of learning activities.
4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
5. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
6. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
7. Establish constructive relationships with parents/carers.
8. Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
9. Support teaching/senior staff with routine administration e.g. photocopying, filing, collecting permission slips etc.

Support for the Curriculum

1. Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
2. Assist with the implementation of programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
4. Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activities and assist pupils in their use.

Support for the School

1. 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.
2. Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.

4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
8. Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision on the teacher

Standards and Quality Assurance

1. Set a good example in terms of dress, punctuality and attendance.
2. Be proactive in matters relating to Health and Safety

Requirements of the Position

- Completion of Teaching Assistant Induction Course
- Educated to NVQ level 2 / GCSE Grade A-C or equivalent knowledge and experience
- Working at the National Occupational Standards (NOS) in Supporting Teaching & Learning – Level 2 (or equivalent)
- NVQ 2 in Supporting Teaching in Learning or equivalent knowledge and experience and may be working towards NVQ 3
- Knowledge of each child's Individual Education Plan /Individual Action Plan targets to help them achieve these targets
- Knowledge of relevant policies and procedures such as child protection, health & safety and restraint techniques
- Knowledge of physiotherapy, occupational therapy/speech/language therapy and special interventions that are required
- Willingness to undertake training as required, e.g. first aid training, training on Downs Syndrome, ADHD, Autism, Epilepsy, use of Epi-pen, allergies, fire safety training etc