



SEFTON METROPOLITAN BOROUGH COUNCIL
JOB DESCRIPTION

School: Holy Family Catholic Primary School

Post: Teaching Assistant (Level 2)

Grade: Grade D - JE No. A2099

Responsible to: Headteacher

JOB PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

MAIN DUTIES

Support for the Pupil

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- When necessary, support pupil 1:1 in line with their SEN needs, in liaison with the class teacher.

Support for the Teacher

- Provide minimal administration support (e.g. photocopying, collecting money, etc)
- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals

- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested
- Administer routine primary tests and invigilate exams
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers

Support for the Curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

SEFTON METROPOLITAN BOROUGH COUNCIL

PERSON SPECIFICATION

Post: Teaching Assistant (TA2)

School: Holy Family Catholic Primary School

	Essential (E) or Desirable (D)
<u>Qualifications and Training</u> <ul style="list-style-type: none">• Level 2 Teaching Assistant• Experience of working with children within the school setting.• Excellent spoken and written English.• Paediatric First Aid Training	E D E D
<u>Skills and Attributes</u> <ul style="list-style-type: none">• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.• Ability to work under the direction of the class teacher but also to work independently and use initiative appropriately.• Ability to work effectively with a range of adults within the school environment• Personal care skills including openness to supporting dressing and toileting needs.• Ability to follow school policy and procedures at all times.• Commitment to support the ethos of Holy Family, acting as a role model for pupils.• Ability to establish firm and consistent boundaries.• Ability to relate to children in an open, calm and friendly manner.• Ability to diffuse confrontational situations• Good influencing skills to encourage pupils to interact with others and be socially responsible• Ability to remain calm in situations which may become confrontational• Ability to work as part of a team for the good of all pupils• To support the school's behaviour policy and use strategies which contribute to a purposeful learning environment• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults• Ability to adapt quickly and effectively to changing circumstances and situations• Constantly improve own practice/knowledge through self-evaluation and learning from others	E E E E E E E E E E E E E E