



ST. PETER'S CATHOLIC FIRST SCHOOL (ACADEMY)

JOB DESCRIPTION

POST:	Teaching Assistant Grade 2 (with some cover supervision responsibilities)
SALARY SCALE:	TEACHING ASSISTANT GRADE 2 (SCP14–17)
REPORTING TO:	LINE MANAGER / TEACHER
HOURS	6 HOURS 40 mins (Temporary) TERM TIME ONLY
RESPONSIBLE FOR:	To be arranged
MAIN PURPOSES OF THE JOB:	<p>To support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.</p> <p>To work under the guidance of teaching/senior staff, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the management/preparation of resources.</p> <p>Staff may also undertake "Cover Supervision", i.e. supervise whole classes occasionally during the short-term absence of teachers. The primary focus whilst undertaking cover duties will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.</p>
MAIN RESPONSIBILITIES AND TASKS:	<p>Under the direction of and within an educational plan provided by the classroom teacher the Teaching Assistant may:</p> <p>SUPPORT FOR PUPILS</p> <ul style="list-style-type: none"> • Use specialist (curricular/learning/behavioural management) skills/training/ experience to support pupils. • Assist with the development and implementation of Provision mapping where appropriate. • Establish productive working relationships with pupils, acting as a role model and setting high expectations. • Promote the inclusion and acceptance of all pupils within the classroom. • Support pupils consistently whilst recognising and responding to their individual needs. • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities. • Encourage and promote resilience • Promote independence and employ strategies to recognise and reward achievement of self-reliance. • Provide feedback to pupils in relation to progress and achievement. <p>SUPPORT FOR THE TEACHER</p> <ul style="list-style-type: none"> • Work with the teacher to establish an appropriate learning



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environment.

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin. support, e.g. administer coursework, produce worksheets for agreed activities, etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies, e.g. Literacy, Numeracy, Key Stage 3, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

SUPPORT FOR THE SCHOOL

- Contribute to the overall catholic ethos/work/aims of the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To have due regard to the requirements of the General Data Protection Regulations (GDPR) and any policies of the Academy.



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	<ul style="list-style-type: none">• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.• Attend and participate in regular meetings.• Participate in training and other learning activities as required.• Recognise own strengths and areas of expertise and use these to advise and support others.• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.• Undertake planned supervision of pupils' out of school hours learning activities.• Supervise pupils on visits, trips and out of school activities as required.
OTHER DUTIES:	<ul style="list-style-type: none">• To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.• To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.• To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.
CONTACTS:	In all contacts you will be required to present a good image of the School, Our Lady of Lourdes MAC and the Birmingham Archdiocese as well as maintaining constructive relationships.
ADDITIONAL NOTES:	<p>The job description is not necessarily a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the head teacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.</p> <p>The Academy committee reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.</p> <p>The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the school, Our Lady of Lourdes MAC and the Birmingham Archdiocese Equal Opportunities Policy.</p>

Signed (Issued by) _____

Date _____

Signed (Received by) _____

Date _____