



Teaching Assistant – Level 2
Grade 3
Job Description & Person
Specification

Job Description for Teaching Assistant – Level 2

Grade: Emmaus Catholic MAC Pay Scales
Grade 3 (SCP 3-4)
£18,562 - £18,933 per annum FTE (term time only pro-rata)

Line Manager: Principal

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

Level 2 staff provide more specific support and work under the supervision and guidance of a classroom teacher. The basic entry requirement is NVQ 2 and staff who are not already qualified are required to work towards it.

Key Features: To undertake work/care/support programmes, to enable access to learning and to assist a teacher in the management of pupils and the classroom. To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

SPECIFIC RESPONSIBILITIES

DUTY HOURS

The postholder will be required to work 32.5 hours per week 8.30am – 3.30pm, 5 days per week, term time only + 5 training days per year.


MAIN DUTIES

Support for Pupils

- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing on incontinent/sick children, dressing and undressing.
- Supervise the activities of individuals or groups of children (normally up to 8) within the classroom.
- Under the instruction/guidance of a teacher, support pupils with sensory and/or physical impairment.
- Under the instruction/guidance of a teacher, support pupils with nonspecific learning difficulties
- Under the instruction/guidance of a teacher, support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour.
- Under the instruction/guidance of a teacher/external agency worker support pupils with communication and interactions difficulties.
- Assist pupils in the use of resources including IT.
- Maintain pupils' interests and motivation.
- Support individuals and group work assigned by the teacher is raising core skills.
- Support individual education plans.
- Escorting pupils home as required, with another member of staff.
- To be aware of pupil problems, achievements, progress and report to the teacher as agreed.

- Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities.
- Establish a constructive relationship with pupils and interact with them according to individual needs.
- Provide feedback to pupils in relation to progress and achievement under the guidance of a teacher.

Support for the Teacher/School

- Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities.
 - Contributing to the organisation of effective learning environments and maintaining appropriate records.
 - Undertake routine marking in line with school policy.
 - Design and produce displays with minimal supervision.
 - Contributing to the recording of information to pupil records (e.g. assessment information)
 - Work with parents to enhance pupils learning.
 - Liaise with parents as appropriate.
 - Support out of hours school learning activities (within established guidelines)
 - Monitor pupils' responses to learning activities and record achievement/progress as directed.
 - Provide regular feedback to teachers on pupil achievement, progress and problems.
 - Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
 - Establish constructive relationships with parents/carers.
 - Administer routine tests and invigilate exams.
 - Support the use of ICT in learning activities and develop pupil's competence and independence in its use.
 - Participate in training and other learning activities and performance development as required.
 - Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
 - Contribute to the overall ethos/work/aims of the school.
 - Attend and participate in relevant meetings as required.
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Person Specification for Learning & Support Assistant – Level 2

Task	Essential	Desirable
Qualifications and Training		
G.C.S.E's 4 and above in Maths & English	✓	
NVQ Level 2 Certificate in Supporting Teaching and Learning in Schools, or equivalent qualification in Childcare and Education.	✓	
Very good numeracy and literacy skills.	✓	
Training and accreditation in relevant "specialist" areas beneficial to the school. E.g. a particular curriculum area or learning area e.g. science, maths, bi-lingual, SEN, behaviour.	✓	
Knowledge and Experience		
Demonstrable experience of working with or caring with children of a relevant age.	✓	
General understanding of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	✓	
General knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.	✓	
Basic understanding of child development and learning processes.	✓	
Practical Skills		
Listens well and communicates clearly and fluently with colleagues on a wide level.	✓	
Works effectively with a broad range of stakeholders and partners.	✓	
A basic knowledge of first aid.	✓	

Demonstrate good numerical and verbal reasoning skills and literacy skills and have the ability to produce documentation to a high standard.	✓	
Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.	✓	
Committed to safeguarding and welfare of all pupils	✓	
Personal Qualities and Attributes		
Reliable	✓	
Trustworthy	✓	
Courteous	✓	
A Knowledge of Equality & Diversity issues.	✓	
Motivation to continually improve standards and achieve excellence	✓	
Genuine passion and belief in the potential of every student	✓	
Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.	✓	
Ability to relate well to children and adults.	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK

