CORPUSCHRISTI CATHOLIC ACADEMY TRUST
We are His body, living and learning as one.

Job Description

Teaching Assistant Level 2

Grade 3, scp 5-6

The post holder will report to the Teacher/Senior Teaching Assistant. Apart from other colleagues, the main contacts of the job are the Headteacher, teaching staff, other support staff and students.

Main purpose of the post

Under the guidance of a teaching/senior support staff, provide support for students who require help to enable access to learning and to assist in the management of students.

Provide specialist support in a specific area of curriculum and to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required.

Main duties and responsibilities

Support for students

- To work with groups of students under the supervision of the teacher including the delivery of programmes of work and the implementation of ILPs
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Give regular feedback on student's progress to the class teacher and file records
- Establish good relationships with students, taking on role model by presenting a positive personal image and responding appropriately to individual needs
- Attend to student's personal needs, including minor first aid and assist in the pastoral, social health, physical hygiene development and welfare matters
- Promote the inclusion and acceptance of all students
- Encourage students to act independently as appropriate

Support for Teachers

- Provide curricular clerical/admin support, e.g. photocopying, making lists, collection of monies
- Under the direction of the teacher, prepare classroom for lessons and clear afterwards as appropriate

- Undertaking pupil record keeping and updating records, information and data, producing reports as required
- Assist in the development and implementation of behaviour management strategies
- Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Administer and assess routine tests and invigilate exams and undertake routine marking of pupils' work

Support for the Curriculum

- Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies. Adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher

- Support the use of ICT in learning activities and develop students' competence and independence in its use

- Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources

Support for the School

- Ensure strategic processes are complied with in order to overcome barriers to learning, including e.g. behaviour management strategies
- Accompany teachers and pupils on educational visits

General

- To maintain good relationships with colleagues and work together as a team
- To undertake all duties with full regard to the Health and Safety at Work Act
- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times
- To be flexible and motivated and able to follow instructions and remain clam in difficult circumstances
- To contribute to the overall ethos, work and aims of the school and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the

Trust as may be reasonably expected, which are commensurate with the grade of this post.

All elements of Specified Teaching Work undertaken by the postholder will be within the framework of the school's Scheme of Supervision in line with the 2003 Regulations and (amended Regulations 2007. In addition to HLTA's, the Regulations cover other groups of support staff who undertake 'specified work' at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out 'specified work'. Where more demanding aspects of 'specified work are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the headteacher should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.

A teaching assistant Level 2 may be called upon to provide cover supervision for a group or occasionally a whole class for a session/lesson, this may involve the teaching assistant contributing to the planning, preparation, assessment and reporting.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

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Person Specification

Teaching Assistant Level 2

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
QUALIFICATIONS / TRAINING		
Numeracy/literacy skills	**E**	**A/I/R/SP**
Level 2 Certificate in Supporting Teaching and Learning in Schools OR Level 2 Teaching Assistant Certificate or willingness to work towards these qualifications	**E**	**A/I/R**
Willingness to undertake first aid training and administer first aid as appropriate	**E**	**A/I/R**
EXPERIENCE		
Experience of working with or caring for children of a relevant age	**D**	**A/I/R**
KNOWLEDGE / SKILLS / ABILITIES		
The ability to work as part of a team	**E**	**A/I/R**
An understanding of the role of the Teaching Assistant and other professionals working in the classroom	**E**	**A/I/R**
The flexibility to adapt to changing workload demands and new school challenges	**E**	**A/I/R**
To use ICT effectively to support learning	**E**	**A/I/R**
An understanding of national/foundation stage curriculum and other basic learning programmes/strategic processes and barriers to learning	**D**	**A/I/R**
Basic understanding of the principles of child development and learning processes	**D**	**A/I/R**
PERSONAL STYLES / BEHAVIOUR		
To act with the utmost integrity at all times	**E**	**A/I/R**
To deal with any emergencies that may crop up in a calm manner and remain calm and in control in difficult circumstances	**E**	**A/I**
To relate well to children and adults and communicate effectively with all stakeholders in tactful, friendly and professional manner	**E**	**A/I/R**
To be motivated to complete tasks to the required timescales and quality standards	**E**	**A/I/R/SP**
Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the students	**E**	**A/I/R/SP**
Personal commitment to continuous self-development	**E**	**A/I/R/SP**
Personal Commitment to continuous school improvement	**E**	**A/I/R/SP**

Willingness to participate in training, performance management and self-evaluate own learning needs and actively seek learning opportunities	**E**	**I/R**
To maintain confidentiality relating to the staff and students at all times	**E**	**I/R**
To contribute to the Catholic ethos of the school	**E**	**I**
To be committed to equal opportunities	**E**	**I**
To uphold all aspects of safeguarding	**E**	**I**
To be willing to consent to apply for an enhanced disclosure and barring service check	**E**	**I**

***Application/Interview/References/Selection Process**

The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview.**