



# Christ the King RC Primary School

## Job Description

<b>Name</b>	
<b>Post Title</b>	Teaching Assistant Level 2
<b>Overall Purpose</b>	To work under the instruction/guidance of a teacher, to provide specific work/care/support programmes. To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
<b>Responsible to</b>	<b>Assistant Headteacher</b>
<b>General Professional Duties and Responsibilities:</b>  <b>Support for the Teacher</b>	<ul style="list-style-type: none"> <li>• Assist with display work and create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans</li> <li>• Assist with the planning of learning activities and support pupils to achieve learning goals</li> <li>• Monitor the response of pupils to learning activities and record achievements / progress as directed</li> <li>• Determining the need for, and preparing and maintaining general and specialist equipment and resources and assisting pupils in their use</li> <li>• Provide detailed and regular feedback to teachers on pupil's achievements, progress, problems etc.</li> <li>• Promote good behaviour, dealing with incidents in line with the School Policy and encourage pupils to take responsibility for their own behaviour</li> <li>• Undertake routine marking of pupils work</li> <li>• Establish constructive relationships with parents / carers</li> <li>• To be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupil's responses to learning activities through observation of achievement against pre-determined learning objectives.</li> <li>• Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil's responses / needs</li> <li>• Administer routine tests and invigilate exams, and accurately records achievement against progress</li> </ul>
<b>General Professional Duties and Responsibilities:</b>  <b>Support for the Pupils</b>	<ul style="list-style-type: none"> <li>• Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities, promoting independence and employing strategies to recognise and reward achievement</li> <li>• Supervise and provide particular support for pupils, including those with SEN, ensuring their safety and access to learning activities</li> <li>• Assist with development and implementation of individual Education / Behaviour Plans and Personal Care Programmes</li> <li>• Establish constructive relationships with pupils and interact with them according to individual needs</li> <li>• Promote the inclusion and acceptance of all pupils</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher</li> </ul>

	<ul style="list-style-type: none"> <li>• Set challenging and demanding expectations and promote self-esteem and independence</li> <li>• Provide feedback to pupils in relation to progress and achievements under guidance of the teacher</li> <li>•</li> </ul>
<p><b>General Professional Duties and Responsibilities:</b></p> <p><b>Support for the Curriculum</b></p>	<ul style="list-style-type: none"> <li>• Undertake structured and agreed learning activities / teaching programmes, advising activities according to pupil responses</li> <li>• Undertake programmes linked to learning strategies e.g. literacy, numeracy, phonics and feedback to the teacher</li> <li>• Support the use of ICT in learning activities and develop pupil's competence and independence in its use</li> <li>• Prepare, maintain and use equipment resources required to meet the lesson plans / relevant learning activity and assess pupils in their use</li> </ul>
<p><b>General Professional Duties and Responsibilities:</b></p> <p><b>General Tasks</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Contribute to the overall ethos, work and aims of the school</li> <li>• Attend and participate in relevant meetings as required</li> <li>• To assist in meeting the physical care needs of students as required</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher</li> </ul>
<p><b><u>Agreed:</u></b></p> <p>Date.....</p> <p>Signed..... Post Holder</p> <p>Signed..... Head teacher</p>	
<p>The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.</p>	