

Our Lady of Lourdes

Catholic Nursery and
Primary School

Live, Love, Learn



JOB DESCRIPTION

Post: Teaching Assistant (Level 2)

Grade: Grade D (point 5-6)

£23500-£23893 (pro rata)

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

Support for the Teacher

- Provide minimal clerical/administration support (e.g. photocopying, typing, filing, 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
- Contribute to 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 in agreed format with the teacher, contributing to reviews of systems/records as requested
- Administer and assess routine primary tests and accurately record achievement/progress
- Promote positive values attitudes and 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

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- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision.

Support for the Curriculum

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
- 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
- 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 as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Assist in the supervision, training and development of classroom support staff
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures 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.

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PERSON SPECIFICATION

Post: Teaching Assistant (Level 2)

School: Our Lady of Lourdes Catholic Primary School

<u>Skills</u> <ul style="list-style-type: none"> Ability to work effectively within a team environment, understanding classroom roles and responsibilities Ability to build and maintain effective working relationships with all pupils and colleagues Ability to promote a positive ethos and role model positive attributes Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate Ability to adapt own approach in accordance with pupil needs Excellent personal numeracy and literacy skills 	E E E E E E
<u>Knowledge and Understanding</u> <ul style="list-style-type: none"> Advanced understanding of national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas, etc Understanding of principles of child development, learning styles and independent learning Working knowledge of relevant policies/codes of practice/legislation Understanding of inclusion, especially within a school setting Experience of resources preparation to support learning programmes Effective use of ICT to support learning Understanding of other basic technology – video, photocopier 	E E D E E E D
<u>Qualifications and Training</u> <ul style="list-style-type: none"> Minimum 2 years experience of working with children in an educational setting (within specified age range/subject area) NVQ III or equivalent intention to working towards in teaching assistance within specified age range/subject area Requirement to complete DfES Teacher Assistant Induction Programme Willingness to participate in relevant training and development opportunities Training in the literacy/numeracy strategy Training in special educational needs strategies Willingness to undertake appointed person certificate in first aid administration 	E E E E E D D E

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Professional Values and Practice

Must be able to demonstrate the following:

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners
- Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice
- Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning
- Able to improve their own practice through observations, evaluation and discussion with colleagues