

Nurturing Hearts and Minds

Created by TheSchoolBus

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| |  | | --- | | St Mary Magdalen Catholic Primary School St Mary Magdalen’s Catholic Primary School,  Buller Avenue, Penwortham, Preston. PR1 9QQ  Tel 01772 742351  Headteacher Mrs C McKinnon  Email [bursar@st-marymagdalen.lancs.sch.uk](mailto:bursar@st-marymagdalen.lancs.sch.uk)  Website: www.st-marymagdalen.lancs.sch.uk  **Teaching assistant (TA2) job description** |   The children, staff and Governors are seeking to appoint an excellent Upper KS2 Teaching Assistant to join our teaching team as soon as possible. We are looking for somebody who: • is supportive about the Catholic nature of our school • is passionate about learning and teaching in the primary setting • has high expectations of themselves and of our children • works well as part of a team and is able to bring a new dimension to our already successful staffing structure • is willing to be involved in the wider life of the school and community.  We can offer: • the opportunity to work in a happy, welcoming and caring school • the support and guidance of an experienced Leadership team • motivated, curious and creative young children who are eager to learn • very supportive school staff and governors.   Employment details | |
| Job title: | Teaching assistant (TA2) |
| Department: | KS2 (based Y5 & Y6) |
| Reports to (job title): | The class teacher, the SENCO and the SLT |
| Type of position: | temporary [to 18/July/25] |
| Hours of work: | 26 hours  Monday – 8:40 – 2:40 (30 min lunch)  Tuesday, Wednesday, Thursday – 8:40 – 3:20 (1hr lunch)  Friday – 8:40 – 12:00 |
| Level and scale point: | TA2 Grade 5 |
| Job purpose:   * Provide support in the classroom for our pupils * Support the teacher in the classroom and in preparation for lessons. * Support children in their educational and social development. * Be available for pupils wellbeing * Lead a programme of interventions for pupils when required * If necessary, undertake training to support the role | |
| Main duties/responsibilities | |

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| **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 * In liaison with the teacher, utilise strategies to support pupils in achieving learning goals * Report pupil achievements, progress and issues as appropriate in agreed format. * Undertake pupil record keeping as requested * Promote 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 * Establish constructive relationships with parents/carers  Support for the Curriculum  * Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles * Undertake English/maths programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher * 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 * Appreciate and support the role of other professionals * Attend relevant meetings as required * Participate in training and other learning activities as required * Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate 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. |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.