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| St Mary Magdalen Catholic Primary School **Teaching assistant (TA2) job description** |

The children, staff and Governors are seeking to appoint an excellent Reception/Year 1 Teaching Assistant to join our staff team in September 2025. We are looking for somebody who:• is supportive of the Catholic nature of our school• is passionate about learning and teaching in the Early Years• 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: | EYFS/KS1 |
| Reports to (job title): | The class teacher, the EYFS lead, the SENCO and the SLT |
| Type of position: | Temporary – 12 months – fulltime |
| Hours of work: | 8:30 – 3:30, 30 min lunch = 6.5hrs/day = 32.5hrs |
| Level and scale point: | TA2 |
| Job purpose: * Provide support in the classroom for our Year 1 & Reception pupils and staff
* Support the teacher in the classroom and in preparation for lessons.
* Support children in their educational and social development.
* Be available for pupils to talk about their mental health and wellbeing
* Lead a programme of interventions for pupils’ mental health development
* If necessary, undertake training to support the role
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| Main duties/responsibilities |

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| **Grade:**  | Grade 4 | **Staff** **responsibility:** | No | **Essential Car user:** | No |
| **Scope of role:**Expected to work with the teacher & HLTA in a collaborative way, in meeting the personal, social and curriculum related needs of our Reception and Year 1 pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst pupils. Would be expected to: * plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.
* establish supportive and constructive relationships with pupils, parents, carers and the wider community
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| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**  **Accountabilities/Responsibilities – appropriate for this post:****Support for Pupils** * To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
* To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
* To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
* To assist in the devising of pupil's individual targets and their monitoring and review.
* To support pupils as part of a planned inclusion programme.
* To develop positive relationships with pupils and staff to assist pupil progress and attainment.
* To monitor and record pupil progress on a regular basis and to prepare reports as required.

− To assist in the specific medical/care needs of pupils when specific training has been undertaken. **Support for the Teacher** * To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
* To assist in pupil supervision and the management of pupil behaviour.
* To undertake classroom administrative tasks including the maintenance of records.
* To provide ideas, resources and learning strategies for lessons
* To liaise with parents, carers and outside agencies, where appropriate.
* To undertake arrangements for out of school learning activities, for example, pupil work experience**.**
* Undertake marking of pupils work and recording of achievement.
* Administer tests and assist in the invigilation of exams**.**
* Assist in the supervision of children on trips/visits.
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| **Support for the School** * To assist in providing a purposeful, orderly and supportive environment for learning.
* To support the promotion of positive relationships with parents, carers and outside agencies.
* To work within school policies and procedures.
* To attend staff training/meetings as appropriate.
* To take care for their own and other people's health and safety.
* To liaise with the School's appropriate person with regard to the ordering supplies and equipment
* Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
* To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
* Assist in the supervision, training and development of other members of staff.
* To undertake cover supervision for whole classes.

 **Support for the Curriculum** * To be familiar with the content of the school curriculum.
* To assist in the delivery of appropriate programmes of work.
* To support the use of ICT in learning activities
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**Post Title - Teaching Assistant**

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| **Requirements** | **Essential (E) or****Desirable (D)** | **To be identified by:****Application form (A), interview (I), reference (R)** |
| **Qualifications**  NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy  |   E  D |   AA |
| **Experience**  Experience of working with children Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour  |   E E D E   |  A, IA, IA, IA, I  |
| **Knowledge/skills/abilities** Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid/Paediatric First Aid Certificate Administrative skills Knowledge of Early Years Foundation Stage Knowledge of strategies, for example numeracy and literacy Ability to make effective use of ICT Ability to assess children’s development Ability to plan and deliver work programmes Flexible attitude to work  |   E E E E E D E E D D E D E E E E E  |   A, IA, IA, IA, IA, IA, IA, IA, IA, IAA, IA, IA, IA, IA, IA, IA, I  |
| **Other** Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people Satisfactory attendance record/commitment to regular attendance at work  |  E E E  |  A A, I R  |
| **Note: We will always consider your references before confirming a job offer in writing** |