



All Hallows Catholic High School

Post title: Teaching Assistant 2(a)					
Grade:	Grade 4	Staff responsibility:	No	Essential Car user:	No
Scope of role: Under the teachers clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.					
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 – Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks. – To undertake activities to assist in monitoring the personal social and emotional needs of pupils. – To develop positive relationships with pupils to assist pupil progress and attainment. – To assist in the devising of pupil's individual targets and their monitoring and review. – Support pupils as part of a planned inclusion programme – To assist in the development of varying skills that support pupils' learning. – To assist in the specific medical/care needs of pupils when specific training has been undertaken. In a special school, this may include complex medical needs. Support for the Teacher – To assist in the monitoring/recording of pupil progress and developmental needs. – To assist in the production of learning resources. – To undertake routine classroom administrative tasks including the maintenance of records. – To assist in pupil supervision and assist in the management of pupil behaviour. – To provide information to the class teacher to assist in the planning of work programmes. – To liaise with the school's nominated person in respect of pupil absence. – To assist with the arrangements for out of school learning activities including the administration of work experience. – To provide clerical and administrative support including the collection and recording of money. – Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work					

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification

Post Title - Teaching Assistant - Level 2(a)

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
Qualifications NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D	A
Experience Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour	E D D D	A, I A, I A, I A, I
Knowledge/skills/abilities Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills 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 Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E E E E E D D D E D D D E D E	A, I A, I A, I A, I A, I A, I A, I A, I A A, I A, I A A, I A, I A, 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		

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