



# St. Gregory's Catholic Primary School

We give thanks to God, work together and always try our best.

Shining in Little Ways for all to See.



website: [www.st-gregorys.co.uk](http://www.st-gregorys.co.uk)  
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## Teaching Assistant – Level 2

### Job Description

**POST TITLE:** Teaching Assistant – Level 2 (St. Gregory's Catholic Primary School)

**GRADE:** Band 4

**RESPONSIBLE TO:** Headteacher

#### **Job Purpose**

- To work with and support identified children with specified academic, physical and emotional, behavioural and medical needs on an individual basis.
- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability.

#### **Main Duties and Responsibilities**

##### Provide support for pupils by:

- Working with children with SEND , as directed by the class teacher and/or SENCO, to support subjects and learning across the whole curriculum;
- Establishing a supportive, caring and secure relationship with SEND children, promoting respect, self-esteem and a positive, inclusive whole school ethos;
- Developing knowledge and understanding of the specific academic, physical and emotional/ behavioural/ medical needs of children and respond to them effectively;
- Helping, support and motivate children, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the Teacher.
- Set high yet achievable expectations while fostering self-esteem and independence.



- Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher.
- Undertake 1:1 mentoring sessions with pupils by providing specialist support.
- Implement learning activities through leading small groups on agreed teaching programmes.
- Contributing to monitoring and recording pupil progress, maintaining records and providing relevant feedback to teachers;
- Providing welfare support to children;
- Assisting with general school duties which may include: setting up classrooms, preparing resources and displays and tidying and clearing away, supervision of children during playtimes, supervision of children entering and leaving school premises.

#### Providing support for the teacher by:

- Preparing the classroom as directed for lessons, clearing afterwards and assisting with the display of pupil's work;
- Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed.
- Undertaking pupil record keeping as requested.
- Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gathering/reporting information from/to parents/carers as directed.
- Promoting good pupil behaviour, in line with school policy, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior.
- Maintaining constructive relationships with parents/carers.
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Contributing to the planning of learning activities.
- Providing intimate care to pupils where required.
- Monitoring pupils' responses to learning activities and accurately record/report achievement/progress as directed.

#### Providing support to the school by:

- Being committed to the safeguarding and promotion of the welfare of children and young people.
- Being aware of and complying with school policies/procedures relating to child protection, health, safety and security, behaviour, anti-bullying, anti-racism, confidentiality and data protection, reporting all concerns to an appropriate person
- Being aware of and supporting difference, ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall Catholic ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required
- Such other responsibilities allocated which are appropriate to the grade of the post
- To take responsibility for a group under the supervision of the teacher.



### General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and review.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

### **Professional Values and Practices**

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement;
- Treating pupils consistently with respect and consideration and being concerned with their development as learners;
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment;
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues;
- Reflecting upon and seeking to improve personal practice;
- Working within school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school;
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school's policies and procedures;
- Building and maintaining successful relationships with pupils, parents/carers and staff.

### **Additional Information**

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.