

Department	<b>Corpus Christi Catholic School</b>		
Designation of Post	<b>Teaching Assistant Level 2</b>	Scale T 1-4	
Responsible to	Class Teacher/Phase Leader		

### **Key Role/ Functions**

To work under the instruction/ guidance of teaching/senior staff to undertake work /care/support programmes, to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **Specific Duties and Responsibilities**

#### **1. Support for Pupils**

- To promote pupils' development in a safe, secure, challenging environment
- To have regard for the safety and well-being always of the pupil
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of first aid provided appropriate training has been received.
- To develop an understanding of the pupil's specific needs to help them learn as effectively as possible
- To participate in pupils' play and extend and stimulate language through conversation
- To focus on individual pupils to ensure their needs are being met within the group.
- To encourage inclusion within the classroom
- To display pupils' work to reflect their achievement
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.)
- To encourage pupils to interact with others and engage in activities led by the teacher
- To assist in the supervision of pupils on outings and visits

#### **2. Support for Teachers**

- To liaise with teachers regarding the daily/weekly programme of activities and events
- To work with other staff delivering Individual Education and Health Care Plans
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom
- To gather information from parents/carers as requested
- To assist any parent working in school
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed
- To support pupil record keeping as requested

- To provide clerical support e.g. photocopying, filing, etc
- To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self control and independence

**3. Support for the School**

- To work alongside other professionals in assessing children’s progress/needs
- To attend appropriate staff meetings as required
- To support parents working in schools
- To assist with the general supervision of pupils during break times and/or when required
- To work as a member of the staff team in all relevant activities to develop the school
- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school
- To be aware of all Health & Safety issues
- To assist with the general supervision of pupils during break times and/or when required
- To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Headteachers
- To be a proactive member of the phase group
- To attend relevant professional development to update knowledge

**4. Support for the Curriculum**

- To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies
- To support pupils in using basic Computing as directed, developing pupil's competence and independence in its use
- To set out, prepare and maintain equipment, indoors and outdoors

**GENERAL**

- The Teaching Assistant may be called upon to perform other duties that the Headteachers considers reasonable, that are commensurate with the grading and designation of the post

Issued by .....

Date .....

## Skills and Competencies for TA2 Post

<b>Essential:</b>	<b>Desirable</b>
<p>Qualifications:</p> <ul style="list-style-type: none"> <li>• GCSE A-C Maths and English or equivalent</li> <li>• Good ICT Skills</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 for Teaching Assistants or equivalent</li> <li>• Training in the relevant learning strategies, e.g. literacy</li> <li>• First aid training as appropriate</li> <li>• Evidence of further related training or interests</li> </ul>
<p>Experience:</p> <ul style="list-style-type: none"> <li>• Working with or caring for children in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children having a range of special needs</li> </ul>
<p>Knowledge &amp; Skills:</p> <ul style="list-style-type: none"> <li>• Effective use of ICT to support learning</li> <li>• Basic understanding of child development and learning</li> <li>• Ability to relate well with children and adults</li> <li>• Ability to work as part of a team, understanding classroom roles and responsibilities and own position within these roles</li> <li>• Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use other equipment technology, e.g. video, photocopier</li> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>