

JOB DESCRIPTION

Job Title
Teaching Assistant – Level 2
Salary Range
2-2 (Grade B)
Line Manager
Headteacher
Base Location
School Based
Line Management Responsibility
None
Purpose of Role
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.
Key Accountabilities
<ul style="list-style-type: none"> • Create and maintain a purposeful, orderly and supportive environment, in accordance with the teacher’s lesson plans adjusting activities according to pupils’ responses as appropriate. • Supervises and provides support for pupils, including those with special needs, ensuring their safety and access to learning activities. • Uses strategies, in liaison with the teacher, to support pupils to achieve learning goals. • Promotes good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour • Participates in discussions with parents/carers under the general direction of a teacher. <ul style="list-style-type: none"> • Assists with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

<ul style="list-style-type: none"> • Assist in escorting and supervising pupils on educational visits and out of school activities • Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
<p>Knowledge and Experience</p>
<ul style="list-style-type: none"> • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies • NVQ 2 for Teaching Assistants or equivalent qualifications • Has knowledge of supporting and leading learning activities.
<p>Personal Qualities</p>
<ul style="list-style-type: none"> • Is able to resolve problems in relation to providing learning activities. • Can effectively communicate with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting their approach as necessary. • Has the ability to effectively exchange information with staff, parents/carers. • Can work under the direction of the teacher. • Has the ability to switch between tasks where work is regularly interrupted. • Is able to make decisions about own work supporting pupils; more complex decisions referred to senior staff. • Tactful and discreet, with the ability to maintain confidentiality at all times. • A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church
<p>Expected Outcomes</p>
<ul style="list-style-type: none"> • Contribute to planning of activities for the session, day or week to support successful outcomes of pupils. • Implement planned learning activities as agreed with the teacher; work with individual or small groups of pupils. • Under guidance from the teacher provide feedback to pupils on attainment and progress. • Record confidential pupil data for pupils with whom jobholder works

- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.