



TEMPORARY (FIXED TERM UNTIL AUGUST 2024)

# TEACHING ASSISTANT (LEVEL 2)

	ESSENTIAL	DESIRABLE	EVIDENCED IN
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> <li>solidly good Literacy/Numeracy skills</li> <li>NVQ 2 for Teaching Assistants or equivalent qualifications/experience</li> </ul>	<ul style="list-style-type: none"> <li>First Aid training/qualification - current</li> <li>completion of 'DfE Teacher Assistant Induction Programme'</li> <li>training in relevant and current learning strategies</li> <li>Read Write Inc. trained (accredited)</li> </ul>	<ul style="list-style-type: none"> <li>certificates</li> <li>application form</li> <li>references</li> </ul>
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> <li>up-to-date (and working) knowledge of the National Curriculum</li> <li>familiarity with appropriate resources and strategies which support outstanding learning opportunities for all abilities</li> <li>strong knowledge/understanding of teaching and learning at KS1 and KS2</li> <li>positive behaviour management skills</li> </ul>	<ul style="list-style-type: none"> <li>experience of intervention processes to raise achievement</li> <li>experience of delivering the Read Write Inc. phonics programme</li> <li>experience of teaching across the primary-age phases</li> </ul>	<ul style="list-style-type: none"> <li>application Form</li> <li>interview</li> <li>references</li> </ul>
PROFESSIONAL ATTRIBUTES	<ul style="list-style-type: none"> <li>an inspirational, committed and highly effective practitioner who is dedicated to achieving the best outcomes for all children in their care</li> <li>strong communication skills evidenced by the ability to communicate clearly to different audiences and take into account of the views of others</li> <li>excellent organisational skills</li> <li>ability to take direction and to meet expectations when completing tasks</li> <li>ability to contribute to and work as an active member within team</li> <li>ability to maintain a calm level of professionalism at all times</li> <li>an ability to create a positive/motivating learning experience for children</li> <li>accountability for own actions</li> <li>target-focused and ability to support children so attainment is raised and children achieve potential</li> </ul>	<ul style="list-style-type: none"> <li>experiences in using a range of assessment tools</li> <li>enthusiastic and willing to contribute to and participate in school life more widely</li> </ul>	<ul style="list-style-type: none"> <li>application form</li> <li>interview</li> <li>references</li> </ul>





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## PERSONAL ATTRIBUTES

- energy and enthusiasm
- reliability and integrity
- excellent record of health, punctuality and attendance
- commitment to the ethos of the school
- commitment to your continuing professional development

- adaptability to changing circumstances & ideas

- interview
- references

## SAFEGUARDING

- firm commitment to the safeguarding and protection of children and to the personal development of our pupils
- strong understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety
- knowledge of child protection procedures
- familiarity with KCSIE 2022

- experience of dealing with safeguarding issues

- application form
- interview
- references

The post holder must at all times carry out his/her responsibilities within the spirit of the Trust, CES and school policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

## EMPLOYMENT DUTIES

To be performed in accordance with the relevant standards and statutory requirements.

## MAIN DUTIES AND RESPONSIBILITIES

**Support for Pupils** – the successful candidate will be expected to:

- supervise and provide particular support for pupils, as directed, ensuring their safety and access to learning activities
- assist with the development and implementation of support linked to individual education, behaviour and personal care plans and Education, Health and Care Plans
- establish and maintain appropriate and positive relationships with pupils and interact with them according to individual needs
- promote the inclusion and engagement of all pupils
- encourage pupils to interact with others and engage in learning activities in and out of class
- set expectations that are challenging, demanding but appropriate and support children to achieve them with greater resilience and independence
- provide feedback to pupils in relation to progress and achievement under guidance of the teacher

**Support for the Teacher** – the successful candidate will be expected to:

- take/act upon direction from Reading/Phonics/Writing leaders (interventions) and teacher (in class)
- help maintain a purposeful, orderly and supportive environment and assist with the display of pupils' work when called upon to do so
- assist with the planning and delivery of learning activities for children being supported
- monitor pupils' responses and assess progress and achievement – recording details and reporting back



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- provide detailed and regular feedback to teachers on pupil's achievement, progress, needs etc.
- promote positive behaviour, dealing with issues in line with our processes/policy promptly
- establish constructive relationships with children, colleagues, parents and carers
- provide clerical/admin support to teachers when required

### **Support for the Curriculum** – the successful candidate will be expected to:

- undertake structured and agreed learning activities/teaching programmes, adjusting activities appropriately, according to pupil responses and needs
- undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activities and assist pupils in their use

### **Support for the School** – the successful candidate will be expected to:

- comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection - reporting all concerns to an appropriate person
- ensure all pupils in your care have equal access to opportunities
- contribute to the overall Catholic ethos/values/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings as required
- participate in training as directed
- accompany teaching staff and pupils on visits, trips and out of school activities as directed
- any other related duties as may arise to the grade and role

### **Promotion of Trust Values** – the successful candidate will be expected to:

- contribute, as part of the school community to the overall development of St Clare Catholic Multi-Academy Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- contribute to the overall ethos, work and aims of the St Clare Catholic Multi Academy Trust
- support and contribute to the Trust's firm and explicit commitment to the safeguarding of all pupils and share this commitment
- be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities
- all the above duties and responsibilities to be carried out in accordance with policies adopted by the Trust/Local Academy Committee and all relevant legislation
- ensure that conduct never conflicts with the Catholic values of the Trust e.g. social media presence
- complete any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with relevant policies, standing orders and current legislation with an emphasis on professional conduct, safeguarding, customer care, equal opportunities, data protection and health and safety.

