



Blessed Dominic Catholic Primary School

Role Profile

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| Location: | Blessed Dominic Catholic Primary School |
| Job Title: | Teaching Assistant – Level 2 |
| Grade: | D |
| Reports to: | SENCo/Headteacher |

1. Purpose of Job:

- an experienced teaching assistant providing support to pupils within mainstream schools

The key focus of jobs in this job family profile is to:

- support the classroom teacher with their responsibility for the development and education of all pupils
- assist in the development of pupils' learning, the provision of care and the management of pupils' behaviour under the direction of teaching staff/senior colleagues.

Jobholders generally work under the direct supervision of the teacher within the learning environment with the teacher present. However, they may occasionally be required to work outside the classroom for short periods.

2. Key accountabilities/duties/responsibilities:

The below section of this role profile will give examples of the duties and responsibilities that may be carried out. This list is not exhaustive.

Support for the Pupils

- Assist with the development and implementation of Education, Health and Care Plans and/or other support plans, as required

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the preparation of learning activities
- Report pupils' responses to learning activities and record achievement/progress, as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers, referring any difficult or contentious issues as appropriate
- Assist with the administration and invigilation of routine tests
- Support teaching /senior staff with routine administration, such as photocopying, typing, filing, collecting money and administration of coursework

Support for the Curriculum

- Assist with the implementation of structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses
- Assist with the implementation of programmes linked to local and national learning initiatives, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

- Prepare, maintain and use equipment/resources required to meet the lesson plans or relevant learning activity and assist pupils in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of pupils out of lesson times, as appropriate
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Assist with special events, such as School Concerts, Plays, Parents' / Carers' evenings

3. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

PERSON SPECIFICATION

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| Job Title: | Teaching Assistant – level 2 |
| Grade: | D |
| Post No.: | |
| Reports to: | SENCo/Headteacher |

KNOWLEDGE, TRAINING AND EXPERIENCE

- Educated to GCSE Grade A-C in English and Mathematics or equivalent
- Likely to have experience of working or volunteering as a Level 1 Teaching Assistant or a similar role
- Working at the National Occupational Standards (NOS) in Supporting Teaching & Learning – Level 2 (or equivalent)
- NVQ 2 in Supporting Teaching in Learning and may be working towards NVQ 3
- Understanding of the national curriculum and relevant school policies
- Basic IT skills, such as Internet browsing and accessing email and use of Google drive and documents
- Knowledge of how to apply individual Education, Health and Care Plans and/or other support plans
- Knowledge of relevant policies and procedures such, as child protection, health and safety, managing behaviour and positive handling
- Awareness of physiotherapy, occupational therapy/speech/language therapy and the ability to delivery any special interventions that are required
- May undertake training as required, such as first aid training, training on Downs Syndrome, ADHD, Autism Epilepsy, use of Epi-pen, allergies, fire safety training, Team Teach

SKILLS

Planning, organising and controlling skills

- Work under the supervision of a teacher within learning environment with teacher present but sometimes outside of a classroom

- Carry out a range of duties that are specific in nature, for example preparing the classroom or resources for an activity, recording basic pupil data, displaying pupils' work
- Implement planned learning activities and teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluating learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- May assist with the training of new or less experienced employees
- Provide support on external school trips (which could include residential trips) using knowledge of increased risk and health and safety issues which may also require the carrying out of basic medical procedures and/or the administering of basic first aid/medications for which training will have been provided and for which parental/carer permission has been granted)

Communication and influencing skills

- Provide routine information to colleagues, parents / carers within defined guidelines
- Use language and concepts appropriate to the child's age, stage of development, and culture
- Build and maintain effective working relationships with parents/carers, colleagues and other professionals to ensure the appropriate level of service is provided
- May demonstrate own duties to new staff

Initiative and Innovation skills

- Under the direction of the teacher, work with individual or small groups of pupils by supervising and encouraging their participation in tasks and activities generally within learning environment with teacher present
- Work within and comply with a range of school policies and procedures, including safeguarding, child protection, health, safety and security, equal opportunities, behaviour, confidentiality and data protection
- Use initiative and make decisions to:
 - Attend to pupils' personal, social and welfare needs, as appropriate
 - Assist in the development of Education, Health and Care Plans and other support plans for pupils
 - Provide the teacher with feedback on pupil progress, achievements and problems and provide feedback to pupils in relation to attainment and progress
 - Support the teacher in managing pupil behaviour
 - Carry out structured and agreed learning activities and teaching programmes, amending

approach according to pupil progress

- Carry out programmes linked to local and national learning initiatives, recording achievement and progress and feeding back to the teacher
- Assist with the supervision of pupils outside of lesson times, such as at lunchtime and playtime
- Assist with organising and supporting school medical visits, educational visits and special events

(The above examples are not exhaustive)

Supplementary Information Form

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| Post Title | Teaching Assistant – level 2 |
| Service Area | Blessed Dominic Catholic Primary School |
| Job Ref Number | For office use |
| Budget management accountability | No direct budget responsibility but may carry out financial transactions, including handling small amounts of cash, in line with policies and procedures |
| Staff management accountability | None – though may demonstrate own duties to new staff |
| Physical effort | <p>An on-going requirement for standing and/or working in awkward positions, which may include bending over tables, sitting on small chairs or the floor and crouching to a pupil's height</p> <p>Likely to involve moving and handling activities, such as carrying and lifting equipment and resources, putting up displays</p> <p>May use positive handling in accordance with school policy and after appropriate training</p> <p>May assist pupils with mobility problems, such as pushing a wheelchair, using a hoist and/or other lifting equipment</p> <p>May carry out daily programmes of physical exercises or routines with pupils, under direction of non-teaching professionals, such as Occupational Therapist, Physiotherapist, Speech and Language Therapist</p> |
| Working environment | Regular outdoor working, such as at outside learning activities and at playtime/lunchtime; however unlikely to work outside in extreme |

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| | <p>weather conditions</p> <p>Occasionally assist pupils to change out of soiled clothing</p> <p>May need to attend to a range of personal care, hygiene and medical needs; whilst this may be on a daily basis and sometimes several time a day, it is unlikely to be continuous throughout the working day</p> <p>May experience a range of behaviours from pupils, such as verbal abuse, challenging behaviour, physical outbursts</p> <p>May occasionally be exposed to challenging parents/carers and occasionally verbal abuse</p> |
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