



Teaching Assistant Level 2
37 hours per week, Term time +5 days (39 weeks)
Grade 3 (£17,965 - £18,290)
Required as soon as possible

JOB DESCRIPTION

Job Title: Teaching Assistant Level 2	Grade/Level: Grade 3
School: Stuart Bathurst Catholic High School	
Reporting to: SENCO	
<u>Duties & Responsibilities</u>	
Support for pupils	
<ul style="list-style-type: none">• Support the activities of individuals or groups of children Participate in the education of children, including contributing to their health and well-being.• Support children with special needs (if appropriate to the focus of the role)• Sensory and/or physical impairment• Cognition or learning difficulties• Behavioural, emotional and social development needs• Communication and interaction difficulties	
Support for the teacher(s)	
<ul style="list-style-type: none">• Provide support for learning activities by• supporting the teacher in the planning and evaluation of learning activities• supporting the delivery of learning activities• Support in organising effective learning environments and maintaining appropriate records• Support literacy and numeracy activities in the classroom• Support the maintenance of pupil safety and security• Contribute to the management of pupil behaviour by• promoting school policies with regard to pupil behaviour• supporting the implementation of strategies to manage pupil behaviour• Undertake routine marking in line with school policy• Provide clerical/admin support, e.g. photocopying, collecting money, administer coursework.• Read, scribe and support individuals in exams	
Support for the school	
<ul style="list-style-type: none">• Provide support to colleagues• Develop own effectiveness in a support role• Carry out administrative tasks in line with their job role• Contribute to and maintain displays around school.	
Support for the curriculum	
<ul style="list-style-type: none">• Support the use of information and communication technology in the classroom	

Other Specific Duties

- Undertake a break/lunchtime duty on a rota basis.
- Undertake a first aid qualification and support the Medical Needs Coordinator alongside other support staff on a rota and emergency basis.
- Administer routine tests and invigilate examinations where required.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To promote actively the school's corporate policies
- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other reasonable duty not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues/students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Observance of the council's Equal Opportunities Policy will be required.

Level of Supervision

- Left to work within established guidelines subject to scrutiny by supervisor.