

## Teaching Assistant Level 2

Job Description	
<b>POST TITLE:</b>	Teaching Assistant Level 2
<b>GRADE:</b>	4
<b>CAR USER:</b>	N/A
<b>LOCATION:</b>	All Saints' RC High School, A Voluntary Academy
<b>RESPONSIBLE TO:</b>	SENDCo
<b>JOB PURPOSE:</b>	<b>Role of Teaching Assistant Level 2</b>
Under the teacher's clear guidance, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationship with pupils.	
<b>MAIN ACTIVITIES</b>	<b>What the Postholder will actually do What prescribed responsibilities the postholder will have</b>
<p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>• Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.</li> <li>• To undertake activities to assist in monitoring the personal social and emotional needs of pupils.</li> <li>• To develop positive relationships with pupils to assist pupil progress and attainment.</li> <li>• To assist in the devising of pupil's individual targets and their monitoring and review.</li> <li>• Support pupils as part of a planned inclusion programme</li> <li>• To assist in the development of varying skills that support pupils' learning.</li> <li>• To assist in the specific medical/care needs of pupils when specific training has been undertaken.</li> </ul> <p><b>Support for the Teacher</b></p> <ul style="list-style-type: none"> <li>• To assist in the monitoring/recording of pupil progress, problems and developmental needs.</li> <li>• To assist in the production of teaching aids.</li> <li>• To undertake routine classroom administrative tasks including class lists.</li> <li>• To assist in pupil supervision and assist in the management of pupil behaviour.</li> <li>• To provide information to the class teacher to assist in the planning of work programmes</li> <li>• To liaise with the school's nominated person in respect of pupil absence.</li> <li>• To provide information to the class teacher to assist in the planning of work programmes.</li> <li>• To liaise with the school's nominated person in respect of pupil absence.</li> <li>• To assist with the arrangements for administering pupil work experience.</li> <li>• To provide clerical and administrative support including the collection and recording of money.</li> </ul>	



- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work

**Support for the School**

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

**Support for the Curriculum**

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

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

**Additional supporting information – specific to this post.**

The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions document.

To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

<b>Note:</b>	<b>In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.</b>
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<b>Prepared by:</b>	<b>Trust HR Department</b>	<b>Date: Sept 2023</b>
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**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.



**All Saints'**  
Roman Catholic High School,  
A Voluntary Academy

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.