

# **JOB DESCRIPTION**

**SCHOOL:** St Gregory's Catholic High School

## **POST DETAILS**

**Job Title:** Teaching Assistant 2

**Grade:** G4

**Directly Responsible To:** SENDCo

**Hours of Duty:** 32.5 hours per week

### **Primary Purpose and Scope of the Job:**

To work with and supervise individuals and groups of children under the direction/instruction of teaching &/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricular/resource area.

## **WORKING RELATIONSHIPS**

Deputy SENDCo  
Teaching staff  
SLT

## **KEY TASKS AND ACCOUNTABILITIES**

1. Establish good working relationships with pupils, acting as a role model and setting high expectations
2. Provide consistent support to all pupils, responding appropriately to individual pupil needs
3. Assist with the development and implementation of individual education plans
4. Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
5. Promote inclusion and acceptance of all pupils
6. Encourage pupils to engage in all activities
7. Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
8. In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
9. To support students during examinations under the direction of the examination officer
10. To provide medical support where necessary
11. To provide clerical/administrative support where necessary
12. Assist with the display of pupil's work
13. Establish and maintain an appropriate learning environment under the supervision of the teacher
14. Monitor and evaluate pupil's responses to learning activities through observations and planned recording of achievement against predetermined learning objectives
15. Report pupil achievements, progress and issues as appropriate in agreed formats
16. Undertake pupil record keeping as requested.

17. Administer routine primary tests and assessments as directed.
18. Deal promptly with conflict and incidents in line with the school behaviour policy and procedures
19. Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
20. Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
21. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and school procedures.
22. Assist with the display of children's work.
23. Support the use of ICT in learning activities and develop pupil's competence and independence in its use
24. Assist pupils to access learning activities through specialist support
25. Determine the need for, prepare and maintain general specialist equipment and resources
26. Provide minimal clerical/administration support (e.g. photocopying, typing filing, collecting money etc)
27. Participate in any training deemed necessary
28. Attend and participate in any meetings as determined by the SENCo
29. Accompany teaching staff and pupils on visits, trips and out of school activities as required
30. Supervision of pupils during break and lunch times
31. Carry out all duties with due regard to confidentiality and data protection regulations.
32. The postholder will adhere to the school's safeguarding policy, which safeguards and promotes the welfare of children.
33. To undertake such additional duties as are reasonably commensurate with the level of this post.

## **REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: September 2019

Revised by: Director of Finance and Resources

Postholder:

Signed: .....

Date: .....