

## **Level 2 Teaching Assistant St Mary's C of E Primary School**

**Purpose of the Post:** To take a proactive role in the support of the educational, social and physical needs of pupils; to support the curriculum and the school through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.

**Reporting to:** Headteacher, SENDCO, teaching staff.

**Key Contacts:** Headteacher, SENDCO, teaching and support staff, pupils and parents

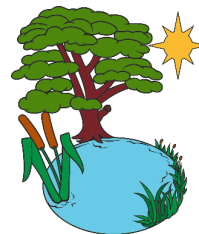
**Location:** St Mary's C of E Primary School

**Salary:** £23, 151 (pro rata)

**Hours:** Term time only 25.5 hours a week

### **Principal Responsibilities:**

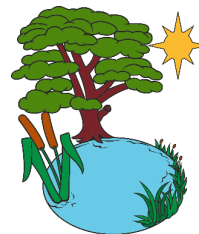
- Safeguard children under your supervision
- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the curriculum, taking into account the learning support involved to aid the children to learn as effectively as possible.
- To supervise an individual or small group of children within a class under the overall control of the teacher.



- To establish supportive relationships with pupils and encourage acceptance and inclusion of all pupils.
- To encourage social integration and individual development of pupils, developing methods of promoting and reinforcing pupils' self-esteem.
- To meet the needs of pupils with emotional and behavioural difficulties, preventing harm and disruption to the pupil or others, within the limits of training and school policies and procedures.
- To assist in preparing and clearing away relevant teaching resources and ensuring basic classroom materials are available for use by monitoring stock levels and arranging for new supplies to be ordered as necessary.
- To assist with break time supervision of children.
- To accompany children on educational visits and outings as supervised by the teacher.
- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing, escalating any information or concerns regarding their educational needs to the teacher or SENDCO as appropriate.
- To administer minor first aid as trained, assist in dispensing medically prescribed controlled drugs as per the approved procedure and support personal hygiene.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.

**Desirable:**

- A solid knowledge of the delivery of the EYFS curriculum
- Experience in supporting children with emotional needs
- Experience in delivering phonics interventions
- Experience in delivering Maths interventions (with a knowledge of maths mastery)



## **General Responsibilities applicable to all staff:**

- To demonstrate and promote the values of St Mary's C of E Primary school at all times.
- To work effectively with other members of staff to meet the needs of all pupils.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable school policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the school, with due regard to General Data Protection Regulations.

### **Note:**

- This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- This Job Description may be amended at any time in consultation with the postholder.

## **SPECIAL CONDITIONS OF EMPLOYMENT**

St Mary's Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder is required to follow all of the school's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

