

Role Title	Teaching Assistant Level 2
Name	
Salary	
Grade	Scale 3 Point 15
School	Sacred Heart Catholic Primary School
Main purpose of the job:	
To assist with the support and inclusion of pupils with Additional Educational Needs and/or To work with a class providing one-to-one, small group or class support under the supervision of a qualified teacher.	
Key accountabilities	
Undertake duties fairly without unlawful discrimination and with due regard to the Equality and Discrimination Policy	
Undertake responsibilities under the instruction/supervision of qualified teaching staff:	
<ul style="list-style-type: none"> • Supervise pupils • Provide welfare support for pupils • Ensure the safety of pupils • Work with others to support high quality teaching and learning • Attend meetings as required • Promote inclusion • Establish constructive relationships with pupils and interact with them appropriately • Encourage pupil interaction and engagement • Assist with the development and implementation of individual education or behaviour plans • Provide feedback to pupils about their progress and achievement • Set challenging and demanding expectations • Promote self-esteem and independence • Create and maintain a purposeful, orderly and supportive learning environment • Prepare, maintain and use equipment, resources and displays • Plan learning activities and strategies to support pupils in their learning • Undertake routine class supervision • Undertake basic marking of pupil's work • Monitor and record pupil attainment and report as required • Promote good pupil behaviour, dealing promptly with issues in line with school policy and encourage pupils to take responsibility for their own behaviour • Meet parents and carers to discuss routine issues • Provide clerical and admin support, including typing, filing and photocopying • Undertake structured and agreed learning activities, recording achievement and reporting to the class teacher • Support the use of computing 	
Comply with school policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person	
Actively support the school's equal opportunities policy	
Contribute to the overall aims and targets of the school, appreciate and support the roles of other staff	
Attend and participate in relevant meetings	
Participate in the school's appraisal policy and in training and development activities	
Assist with the supervision of pupils out of lesson times, on school trips and other out of school activities and take responsibility for a group under supervision of the class teacher	
Undertake any other similar duties as required, which are in line with the grade and general level of responsibility	
The key tasks are not in priority order. Key tasks may be varied and the post holder would be expected to take on such variations within the constraints of the grade and level of responsibility.	