



**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Teaching Assistant – Learning Support [Level 2]</b>
<b>Working Time:</b>	Part Time 30 hours per week, Term Only 39 weeks per year including INSET Days
<b>Salary/Grade:</b>	<b>Grade 2: (Points 3-5)</b>
<b>Hours of work:</b>	<b>8.45am – 3.15pm (30 minute unpaid lunch break)</b>
<b>Line Manager:</b>	Curriculum Leader
<b>CRB Disclosure Level:</b>	Enhanced with Children's Barred Checklist
<b>Main Purpose:</b>	To work in partnership with class teachers to support the learning of individuals or small groups of pupils, under the direction of teaching staff.
<b>General Responsibility</b>	<ul style="list-style-type: none"> <li>• All school staff are expected to:</li> <li>• Work towards and support the school's Catholic mission statement, the vision and the objectives.</li> <li>• Support and contribute to the school's responsibility for safeguarding students.</li> <li>• Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.</li> <li>• Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>• Engage actively in the Performance review process.</li> <li>• Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.</li> </ul>
<b>Core Responsibility &amp; Tasks</b>	<ol style="list-style-type: none"> <li>1. Assist with the supervision of students and ensure good order and discipline are maintained.</li> <li>2. Implement planned learning activities/teaching programmes as agreed with the teacher.</li> <li>3. Adjust learning activities based on students' responses as appropriate to achieve effective learning outcomes.</li> <li>4. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour.</li> <li>5. Provide information to the Teacher for monitoring, assessing and recording student progress/activities.</li> <li>6. Provide feedback to students in relation to attainment and progress under the guidance of the teacher.</li> <li>7. To support learning by managing/providing resources for lessons/activities under the direction of the teacher.</li> <li>8. Assist with the display and presentation of students' work.</li> </ol>

***'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers and visitors to share this commitment'***



**JOB DESCRIPTION**

	9. Liaise with other staff and provide information about students as appropriate. 10. Understand and support students with special needs. 11. Support the work of volunteers and other Learning Support staff in the classroom. 12. Assist with break-time supervision including facilitating games and activities. 13. Assist with student first aid and welfare duties, looking after sick students, liaising with parents/carers and staff etc
<b>Knowledge, skills and experience</b>	1. Completed a common core programme of induction for working with children. 2. Working in accordance with relevant occupational standards, knowledge/skills and the agreed local competency framework. 3. First Aid qualified or working towards certification.
<b>Professional Development</b>	1. To evaluate and review own practice within the school performance management system for support staff. 2. To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

**This role is envisaged to be as above, subject to negotiation with the post holder.**

**This job description should be seen as enabling rather than restrictive and will be subject to regular review.**

<b>Signed (post holder):</b>	<b>Signed (Headteacher):</b>
<b>Date:</b>	<b>Date:</b>

***'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers and visitors to share this commitment'***