OUR LADY QUEEN OF HEAVEN RC PRIMARY SCHOOL

JOURNEYING TOGETHER WITH CHRIST

At Our Lady Queen of Heaven, we live out our core values of love, respect and responsibility as we journey together with Christ, guided by the gentle hand of Mary. Our mission is to create a supportive environment that promotes these values, encouraging us to do our best, and inspire a commitment to Catholic faith and service. (Extract from Mission Statement)

Job Description - Key Stage 2 Teaching Assistant

Grade: Sc1D Point 3

Start Date: ASAP

Purpose of the Job

To support and nurture the learning, development, and welfare of pupils within Key Stage 2 (Years 3–6), under the direction or instruction of the class teacher or line manager. This includes working with individual pupils and/or small groups to deliver targeted interventions and support those with additional needs, including SEN. The role involves scaffolding learning to foster academic progress, independence, and emotional wellbeing in line with the Key Stage 2 National Curriculum.

Main Responsibilities

1. SUPPORT FOR PUPILS

- Attend to the personal, social, and developmental needs of pupils, including health, hygiene, first aid, and welfare matters following appropriate training.
- Provide a warm, safe, and encouraging environment for all pupils, acting as a positive role model.
- Promote the inclusion and acceptance of all children, ensuring they feel secure, valued, and respected.
- Foster positive peer relationships, collaborative learning, and effective communication.
- Scaffold tasks effectively to encourage pupils to develop independence, resilience, and ownership of their own learning without becoming overly reliant on adult support.
- Support pupils during key transitions (e.g., moving up from KS1, preparing for secondary school transition in Year 6).

2. SUPPORT FOR THE TEACHER

- Assist in the preparation, organisation, and maintenance of classroom resources and learning environments.
- Observe, monitor, and record pupil progress and achievements as requested, feeding back to the class teacher to inform adaptive teaching and assessment.
- Support the teacher in managing pupil behaviour using consistent, restorative, and age-appropriate strategies in line with school policy.
- Assist with classroom displays that celebrate and support pupil learning.
- Gather and report information from and to parents or carers as directed by the class teacher.
- Provide general administrative and clerical support, such as photocopying, laminating, filing, and organising materials.

3. SUPPORT FOR THE CURRICULUM

- Support the implementation of the Key Stage 2 National Curriculum, helping pupils to understand and follow instructions.
- Deliver targeted interventions and assist pupils with English (reading, writing, SPaG), Mathematics, and foundation subjects as directed by the teacher.
- Support pupils in using classroom technology, digital learning platforms, and ICT equipment safely and effectively, reinforcing online safety expectations.
- Encourage critical thinking, questioning, and problem-solving skills across the curriculum.

4. SUPPORT FOR THE SCHOOL

- Share in the mission of the school, recognising the dignity and potential of every child.
- Be fully aware of and adhere to all safeguarding, child protection, online safety, health and safety, confidentiality, and data protection procedures, reporting any concerns immediately to the Designated Safeguarding Lead (DSL).
- Understand and uphold duties and responsibilities arising from *Keeping Children Safe in Education* (KCSIE), the Children Act 2004, and *Working Together to Safeguard Children*.
- Promote equal opportunities and inclusivity across the school community.
- Contribute to the positive ethos and Catholic faith life of the school.

- Collaborate respectfully with colleagues, parents, and external professionals.
- Attend relevant staff meetings, INSET days, and training opportunities to support ongoing professional development.
- Accompany teaching staff and pupils on school trips, residential visits, enrichment events, and out-of-school activities.

For Teaching Assistants who also support during Midday Supervision:

- Supervise and support pupils during lunchtime in the dining area, playground, and school premises.
- Encourage healthy eating habits, exercise, and model appropriate social behaviours.
- Lead or support structured, age-appropriate playground games and cooperative activities.
- Manage minor incidents in line with the school's behaviour policy and report any wellbeing or safeguarding concerns to the Class Teacher, Headteacher, or DSL.

Person Specification - Key Stage 2 Teaching Assistant

1. EXPERIENCE

- Experience working or volunteering in a primary school setting, ideally within Key Stage 2.
- Experience of supporting children with Special Educational Needs (SEN), including those with social communication difficulties, ASD, ADHD, or specific learning difficulties.
- Experience delivering small-group or 1:1 literacy and numeracy interventions.

2. QUALIFICATIONS

Essential Qualifications & Requirements:

- **GCSE English and Mathematics at Grade 4/C or above** (or equivalent Level 2 Functional Skills).
- **Level 3 qualification in Supporting Teaching and Learning** (or equivalent recognised childcare/education qualification).
- **Enhanced DBS clearance** and satisfactory safer recruitment checks (completed prior to start date).
- Excellent communication skills, with a strong command of spoken and written English to model high standards and support KS2 literacy development.

Desirable Qualifications:

- Current First Aid at Work or Paediatric First Aid certificate.
- Additional training in specific KS2 interventions (e.g., phonics catch-up, ELSA, speech and language, or specific SEN strategies).
- Willingness to undertake ongoing professional development (e.g., TA induction, safeguarding updates, curriculum training).

3. KNOWLEDGE AND SKILLS

- Good knowledge of child development and the Key Stage 2 National Curriculum.
- Understanding of effective scaffolding techniques to promote pupil independence.
- Up-to-date knowledge of safeguarding, child protection, online safety, health and safety, and first aid procedures.
- Proficiency in using classroom technology—computers, interactive whiteboards, tablets, and photocopiers.
- Excellent interpersonal and communication skills with both older primary children and adults.
- Ability to work constructively as part of a team, understanding classroom roles, boundaries, and responsibilities.
- Understanding of equal opportunities and a strong commitment to inclusive practice.
- A warm, patient, and encouraging approach, balanced with the ability to maintain high expectations for behaviour and learning.
- An understanding of and sympathy with the Catholic ethos and mission of the school.

We warmly welcome visits to the school. If you are passionate about supporting children in their Key Stage 2 learning journey and want to be part of a nurturing, faith-filled community, we would love to hear from you.