

Job Description

JOB PROFILE NAME:	Teaching Assistant Level 1
LINE MANAGED BY:	Middle Leader
PROFESSIONALLY REPORTS TO:	Middle Leader

Purpose of the Job

The role of the Classroom Assistant is to monitor development and support children with their education under the direction of the Teacher. The Classroom Assistant is responsible for ensuring that the teaching environment is ready for teaching prior to commencing the lesson.

Outside the learning time – the Classroom Assistant is responsible for administrative duties as well as making sure that the teaching staff are satisfied with the learning environment.

Key Objectives of the Job

The post holder's key objectives are to facilitate learning and development for pupils through building a working relationship with the children. The focus is to encourage acceptance and self-esteem amongst children to enhance confidence whilst learning.

Key objectives of the role will include:

- preparing the physical environment of the classroom for lessons.
- ensuring that teaching materials are ready for use.
- helping Teachers to prepare materials required for the Teachers lesson plan
- listening to children read out loud.
- teaching children techniques which will help them improve their reading.
- reading out loud to children.
- helping children who have learning difficulties completing tasks.
- taking notes for children who have difficulty keeping up with the pace of the class.
- helping children make displays and putting these displays up around the classroom.
- taking charge of group activities and making sure all pupils are involved.
- taking charge of children who have problems or have had an accident.
- Providing general encouragement for all the children in the class.
- taking extra time to explain the teaching material to children who have not understood it the first time.
- planning sports days and extra-curricular activities.
- taking charge of these activities on the day.

Job Level Overview

The Job Holder will be subject to close supervision and will work within clearly established work routines/instructions. He/She will be competent in the application of standardised work routines and/or the use of non-specialist machinery & equipment. The Job Holder's direct impact on business performance will be at a local level.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforces.

The post involves working with children and/or young people, and applicants will be subject to Victorious Academies Trust's safer recruitment process.

Operational Accountabilities

The Classroom Assistant is accountable to the Class Teacher and is:

- responsible for the completion of a variety of straightforward, stand-alone tasks or high-volume transactions within set rules and instructions.
- takes instruction and will be subject to regular local supervision of progress against results and escalates issues when required.
- likely to be a member of a team that focuses on day-to-day routine tasks.
- responsible for the delivery of their own defined set of work including planning and decision-making.
- interacts with stakeholders around specific work efforts and deliverables.
- supports delivery of Health and Safety policy and standards.

Financial Accountabilities

Has awareness of cost/benefit as applicable to tasks performed.

People Accountabilities

The Classroom Assistant is:

- not typically responsible for supervising others- if they do, spends more than 80% of their time as a team member rather than supervisor.
- not responsible for the development of others.
- responsible for ensuring pupil safety, behaviour and creating a sound environment for learning.

Knowledge and Applied Skills

- Excellent communication skills.
- Organised.
- Good IT and office skills.
- The ability to motivate and encourage children of all ages and backgrounds.
- The ability to remain calm and patient.
- Good numeracy and literacy skills.
- The ability to control the classroom environment in terms of pupil behaviour and support.
- Enjoy working in an educational environment (previous work or voluntary experience required).

Behavioural Competencies

People Success Factors:

- Planning and organising
- Achieving and doing
- Building relationships
- Delivery through people
- Business awareness
- Customer focus
- Contributing to continuous improvement
- Dealing with change

Additional Role Information

To have experience working in schools or academies as well as having a Level 2 Award for Support Work in Schools.

- Requires excellent communication skills.
- Confidentiality and Data protection awareness.
- Experience of working in an education establishment.
- Experience of working under pressure.

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Person Specification

Attributes	Essential	Desirable	Method of Assessment
Educational Attainment	NVQ 2 or equivalent qualification or experience in relevant area	- Evidence of further training / Development - First Aid qualification	- Application form - Certificates - Interview
Work Experience	- Experience in a support environment relevant to the post - Experience of working with Early Years pupils - Experience leading small groups.	Experience of working with KS1 and KS2 pupils	- Application form - Interview - References
Knowledge/ Skills/ Aptitudes	- Effective use of ICT to support learning - Use of other technology equipment – PC, video, photocopier etc - Ability to self-evaluate learning needs and actively seek learning opportunities - Excellent numeracy/literacy skills - Understanding of child development and learning	- Understanding of relevant policies / codes of practice and awareness of relevant legislation - Understanding of national / foundation stage curriculum and other basic learning programmes / strategies	- Interview - References
Disposition	- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these - Ability to relate well to children and adults - Committed to the principles of equality and diversity - Flexible approach to work		- Interview - References
Circumstances	Enhanced clearance from the Disclosure and Barring Service.		- DBS check - Application form

AF = Application Form

I = Interview and other activities