MILLBROOK PRIMARY AND NURSERY SCHOOL

Bank Road, off Huddersfield Road,
Stalybridge, Tameside. SK15 3JX
Telephone: 01457 834314
Headteacher Miss E Turner

Level 1 Teaching Assistant Fixed Term Contract

JOB DESCRIPTION

SCHOOL: MILLBROOK PRIMARY SCHOOL, STALYBRIDGE

JOB DESIGNATION: TEACHING ASSISTANT LEVEL 1

GRADE: **Grade 2 Point 3 - Actual £22,031.49**

Hours: 36 hours a week

Contract Type Fixed Term - Maternity Cover

POST OBJECTIVE/S:
To work under the instruction/guidance of teacher/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS
• Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters • Supervise and support pupils ensuring their safety and access to learning • Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs • Promote the inclusion and acceptance of all pupils • Encourage pupils to interact with others and engage in activities led by the teacher • Encourage pupils to act independently as appropriate
SUPPORT FOR THE TEACHER
• Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work • Be aware of pupil problems/progress/achievements and report to the teacher as agreed • Undertake pupil record keeping as requested • Support the teacher in managing pupil behaviour, reporting difficulties as appropriate • Gather/report information from/to parents/carers as directed • Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.
SUPPORT FOR THE CURRICULUM
• Support pupils to understand instructions • Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher • Support pupils in using basic ICT as directed

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• Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
SUPPORT FOR THE SCHOOL
• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend relevant meetings as required • Participate in training and other learning activities and performance development as required • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes • Accompany teaching staff and pupils on visits, trips and out of school activities as required

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PERSON SPECIFICATION

TEACHING ASSISTANT LEVEL 1

Personal requirements of a successful postholder

Education/Qualifications/Membership of Professional Institutions	
Good numeracy/literacy skills	E
Completion of DFE Teacher Assistant Induction Programme	D
Willingness to undertake DfE TA induction or support staff induction programme	E
Participate in development and training opportunities	E

Experience	
Working with or caring for children of a relevant age	E
Experience of working with pupils with SEND	D

Key Skills	
Use basic technology – e.g. computer, video, photocopier	E
Use of basic ICT and other appropriate equipment	E
Ability to communicate effectively with children, staff and parents and carers	E
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E

Key Knowledge	
Basic knowledge of school policies including Child Protection/Safeguarding Policy	E
Appropriate knowledge of first aid	E
First aid qualification	D

Personal Qualities

For information

Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.

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