Job Description & Person Specification

Level Teaching Assistant 1

Grade 2, SCP 4–6, 32 hours 30 minutes per week, term time plus 3 days

PURPOSE OF POST

To work under the instruction of teaching/senior staff to undertake work, care and 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, under the direction of a teacher.

Reporting To

The Headteacher

KEY TASKS

1. Establish respectful and trusting relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
2. Supporting pupil's personal programmes relating to social, health, physical, hygiene and welfare matters. Following appropriate training and in line with school procedures, to administer basic first aid and/ or medication as required.
3. Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and engage in activities led by the teacher.
4. Promote self-esteem and encourage pupils to act independently as appropriate
5. Provide feedback on pupils' personal needs as appropriate.
6. Support pupils to understand instructions.
7. Support the teacher in managing pupil behaviour and report difficulties as appropriate.
8. Report information from to parents/carers as directed.
9. Be aware of pupil problems and report to the teacher.
10. Accompany teaching staff and pupils on visits, trips and out of school activities as required.
11. Undertake basic pupil record keeping as requested.
12. Prepare classroom as directed for lessons and clear-up afterwards.
13. Assist with the display of pupils' work.
14. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Standard Duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the school including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.

4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

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In your letter of application, please demonstrate how you meet these criteria.

Level 1 Teaching Assistant	How identified (AF / I)
Essential	
Education & Qualifications	
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	AF / I
Willingness to achieve a Paediatric First Aid Certificate (where appropriate)	AF / I
Experience	
Working with, volunteering or caring for children of a relevant age to those in a school	AF / I
Skills & Abilities	
ICT skills to operate a computer and other technology such as photocopiers etc.	AF / I
Interpersonal skills to communicate well to children and adults	AF / I
Ability to work on own initiative within school guidelines	AF / I
Ability to work under supervision and as a member of a team	AF / I
Knowledge	
Basic understanding of the type of lessons taught at the Key Stage relating to the role	AF / I
An awareness of potential barriers children may have about learning	AF / I
Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment	AF / I
Understanding of confidentiality and why this is important in a school	AF / I
Work Circumstances	
To support the Christian ethos of the school	I
To be able to undertake further training as required	I
AF– Application Form , I – Interview	

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview