ROCHDALE BOROUGH COUNCIL

SCHOOL: ELM WOOD PRIMARY SCHOOL

JOB DESCRIPTION

Job Title:	Teaching Assistant (Level 1)
Grade:	Grade 2 (SCP) 3-4
Responsible to:	**Headteacher, Deputy HeadTeacher and Assistant Headteacher**
Responsible for:	**Not applicable**
Hours of Duty:	**32.50 hours**
Any Special Conditions of Service:	➢ The Postholder may be required to attend evening and weekend meetings ➢ The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. **Annual Leave – Term Time Only** – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave. ➢ The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	➢ Approach the job at all times using the values set out in the Rochdale Way: • Proud • Passionate • Pioneering and Open ➢ Be aware of and apply the Rochdale Way behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:

PURPOSE AND OBJECTIVES OF THE JOB

1. To act as a responsible adult and assist with the supervision, personal care, welfare and keeping safe of individuals and/or groups of children and their environment under the direction/instruction of teaching and/or senior staff, inclusive of assisting with resources and basic classroom management techniques to support their learning.

2. To be committed to safeguarding and promoting the welfare of children and young people.

CONTROL OF RESOURCES

Personnel
To be responsible for the direction, support and motivation of self.

Financial
To work in accordance with Financial Regulations and procedures of the Authority/School**.**

Equipment/Materials
To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

Teaching resources including audio visual and computer equipment.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare
Responsible for the health, safety and welfare of self and colleagues in accordance with ***Authority's/School's** Health and Safety policies and procedures and current legislation.

Equality and Diversity
To work in accordance with the Authority's / School's Policy relating to the promotion of Equality and Diversity.

Training and Development
The post holder will have a commitment in identifying and undertaking their own professional and personal development in accordance with Authority's/Schools Performance Management Framework.

Relationships (Internal and External)

Internal:
1. School staff
2. Users of the Nursery Unit/School
3. Volunteers
4. Pupils
5. Governors

External:
1. Parents/Carers

2. Staff in other schools and within the LA
3. Suppliers of equipment and services

RESPONSIBILITIES:
The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.

2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.

3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

It is expected at Level 1 that the postholder will work under the direction, guidance and direct supervision of the classroom teacher to support access to learning.

1. **Help to keep children safe by:**
   - preparing and maintaining a safe and hygienic environment
   - dealing with accidents, emergencies and illness
   - supporting the safeguarding of children
   - encouraging children's positive behavior

2. **Provide support for learning activities by:**
   - supporting the teacher in planning learning activities
   - supporting the delivery of learning activities
   - supporting the teacher in the evaluation of learning activities

3. **Support the children's development by:**
   - contributing to the development of children physically, emotionally and socially and the associated skills
   - contributing to children's communication and the intellectual development

4. **Contribute to positive relationships by effectively:**
   - interacting with and responding to children and adults
   - communicating with children and adults

5. **Provide effective support for your colleagues by:**
   - maintaining working relationships with colleagues
   - developing your effectiveness in a support role

6. **Support children's play and learning by:**
   - encouraging and supporting children to be creative in physical play
   - offering a range of play opportunities to children
   - supporting children's rights and choices in play

7. **Support a child with disabilities or special educational needs by:**
   - providing care and encouragement and supporting personal hygiene needs
   - providing support to help the child to participate in activities and experiences

8. **Contribute to the moving and handling of children with mobility difficulties by:**
   - preparing children, environments and equipment for moving and handling
   - enabling children to move from one position to another

9. **Provide displays by:**

- setting up, maintaining and dismantling displays

10. Promote behavior by:
- implementing agreed behavior management strategies
- supporting pupils in taking responsibility for their learning and behaviour

SECONDARY DUTIES

1. The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

2. To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of **Authority/School**, as may be determined by the **Authority/School** (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____