

# Salford City Council

## JOB DESCRIPTION

**SCHOOL:** St Thomas of Canterbury RC Primary School

### JOB DETAILS:

**Job Title:** Teaching Assistant - Level 1

**Grade:**

**Directly responsible to:** Headteacher / Class Teacher / other employee within school

**Directly responsible for:** N/A

**Hours of Duty:** Up to 36 per week

The City Council are currently in the process of undertaking a job evaluation exercise as part of its commitment to achieve an equitable grading system for its staff. It is envisaged that this system will be ready for implementation for the budget year 2005/06. It is inevitable as a consequence of this that the grade of some jobs will change. Implementation will be phased over a period of up to 3 years at the conclusion of the process and in consultation with our Trade Union colleagues. Progress in respect of the job evaluation exercise will be communicated to all staff via regular newsletters and briefings as appropriate.

### Summary of Role:

To work under the direct instruction of teaching/senior staff and usually in the classroom with a teacher to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### Main Duties and Responsibilities/Accountabilities:

#### Support for the Teacher

1. Assisting with the display of pupils' work and the preparation of the classroom and equipment as directed for lessons and clear up afterwards.
2. Organisation and preparation of classroom resources in accordance with lesson plans and assist pupils in their use.
3. Maintenance of pupil records as necessary and gather/report information from/to parents/carers as directed.

4. Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
5. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.

### **Support for the Pupils**

1. Provide support for pupils, including those with special educational/health needs, ensuring their safety and access to learning. Promote self-esteem and encourage pupils to act independently as appropriate.
2. Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher.

3. Promote the inclusion and acceptance of all pupils.
4. To assist and encourage pupils in self help and self care and to be part of the self care team engaged in toileting, changing and training all pupils requiring this type of care, and to undertake laundry/cleaning duties.
5. Attend to pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
6. Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs.
7. Assist the teacher to supervise and support pupils ensuring their safety and access to learning.
8. Encourage pupils to interact and engage in activities led by the teacher.

### **Support for the Curriculum**

1. Support pupils to understand instructions from the teacher.

2.

3.

### **General Tasks**

1. Provide clerical/administration support e.g. photocopying, typing, filing, collecting money, contacting parents etc.
2. 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.
3.	Contribute to the overall ethos/work/aims of the school.
4.	Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
5.	Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes where appropriate.
6.	Accompany teaching staff and pupils on trips and visits and other school activities as required.

**Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Date Job Description prepared/revised:** \_\_\_\_\_

**Prepared by:** \_\_\_\_\_

**Agreed by Postholder** \_\_\_\_\_

**KEY QUALIFICATIONS/KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS**

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills.</li> <li>• Completion of DfES Teaching Assistant Induction Programme.</li> <li>• Participate in development and training opportunities.</li> <li>• Working towards NVQ for support staff in schools or NVQ 2 (or equivalent qualification or experience).</li> </ul>
<b>Knowledge/skills:</b>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid.</li> <li>• Use basic technology - computer, video, and photocopier.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities.</li> </ul>

