

## GENERIC JOB DESCRIPTION / PROFILE

**POST TITLE :** Teaching Assistant – Level 1

**GRADE :** Band 4 SCP 6

**REPORTING RELATIONSHIP** The Teaching Assistant will be a member of a multi-disciplined team, under the leadership and supervision of the teacher

**JOB PURPOSE :** To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Duties will include assisting the teacher in the delivery of the curriculum

**POST NO.**

### MAIN DUTIES/RESPONSIBILITIES

In co-operation with the teacher and under the agreed educational plan, the post holder will to a level reflected by the grade of the post :-

#### Support the Pupil by

1. Attending to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
2. Carrying out pre-determined educational activities and programmes of learning whilst promoting independent learning.
3. Working to establish a supportive relationship with the children and parents concerned, acting as a role model and being aware of and responding appropriately to individual needs.
4. Encouraging acceptance and inclusion of the children with special needs.
5. Promoting and reinforcing the child's self esteem and to act independently as appropriate
6. Supporting pupils in respect of learning strategies e.g. literacy and numeracy, as directed by the teacher.
7. Supporting pupils in using basic ICT as directed.
8. Preparing and maintain equipment/resources as directed by the teacher and assist pupils in their use.

### **Support the teacher by**

1. Preparing and clearing classrooms and work areas for lessons / activities as directed by the teacher / senior teaching assistant.
2. Displaying of pupils work as directed by the teacher / senior teaching assistant.
3. Monitoring the needs and behaviours of individual children and reporting these to their designated supervisor as appropriate.
4. Contributing to records of the children's development as are required by the school.
5. Providing general administrative / clerical support to the teacher / senior teaching assistant with regard to lesson planning and resources for lessons / activities.
6. Undertaking pupil record keeping as requested.
7. Being aware of pupil problems/progress/achievements and report to the teacher as agreed.

### **Support the school by**

1. Being aware of the schools policies and procedures.
2. Being aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and reporting all concerns to an appropriate person.
3. Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
4. Contributing to the overall ethos/work/aims of the school.
5. Attending relevant meetings as required.
6. Participating in training and other learning activities and performance development as required.
7. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
8. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
9. This post has a high level of contact with, and responsibility for children.
10. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
11. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior teaching assistant.

12. Carrying out your duties with full regard to the Council's / School's Equality Policy and Race Equality Scheme.
13. Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

## GENERIC PERSON SPECIFICATION – TEACHING ASSISTANT LEVEL 1

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	GSCE Maths and English or equivalent	AF,C	D1	Child Care Qualification – <ul style="list-style-type: none"> <li>▪ CACHE Level 1 Foundation Award for Caring for Children,</li> <li>▪ NVQ Level 2 for Teaching Assistants or equivalent</li> </ul>	AF,C
	E2	<i>Applicable to Foundation Stage only:</i> <i>To work in Foundation Stage, you require one of the following:</i> Level 3 <ul style="list-style-type: none"> <li>▪ <i>Child Care &amp; Education (CACHE)</i></li> <li>▪ <i>Early Years &amp; Education (Welsh Medium) (CACHE)</i></li> <li>▪ <i>Btec National Cert in Early Yrs</i></li> <li>▪ <i>NVQ L3 in Early Years Care &amp; Education</i></li> <li>▪ <i>NNEB plus CPD Evidence</i></li> </ul>	AF,C			
<b>Experience &amp; Knowledge</b>	E3	Experience of working with children of relevant age	AF,R,I	D2	Experience of basic administrative tasks and processed	AF,I
	E4	Understanding of classroom roles and responsibilities and Teaching Assistant's role	AF, R, I	D3	Experienced / Trained First Aider	AF,C

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Skills</b>	E5	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	AF,R,I	D4	Ability to use computers and educational software packages	I,R
	E6	Ability to work in a team and independently	I,R			
	E7	Ability to communicate with wide range of audiences, i.e. parents, teachers, pupils, other professionals	I,R			
<b>Personal Attributes</b>	E8	Ability to promote fairness and a positive role model to pupils	I,R			
<b>Special Requirements</b>	E9	To comply with the School's No Smoking at Work policy, Alcohol at Work and Health & Safety policies	I			
	E10	Motivation to work with children	AF,R,I			
	E11	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I			
	E12	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,R,I			
	E13	Suitability to work with children	D			

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.