**Teaching Assistant Level 1**

**Job Description**

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| **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. |
| **Major Tasks** |
| * To supervise and support pupils ensuring their safety and access to learning. * To support the class teacher in managing pupil behaviour * To attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters |
| **Contacts & Relationships** |
| * 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 the teacher in managing pupil behaviour, reporting difficulties as appropriate * Gather/report information from/to parents/carers as directed * 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 * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * 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 |
| **Safeguarding** |
| * To promote children’s welfare and consider at all times what is in the best interests of the child. * Have regard for the need to safeguard pupils’ wellbeing, in accordance with statutory provisions. |
| **Creativity** |
| * 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 * Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc. |
| **Decisions** |
| * Contribute to the overall ethos/work/aims of the school |
| **Management & Supervision** |
| * No Management or Supervisory responsibilities |
| **Supervision Received** |
| * To be directly responsible to the class teacher who will instruct and monitor the post holder and also give advice and guidance. * To be ultimately responsible to the the Headteacher, relevant Phase Leader and the Governing Body. |
| **Complexity** |
| * In order to support teaching staff, the post holder will work with pupils to ensure their needs are met and supervise them inside and outside the classroom. They may have to deal with situations outside of expected procedures in dealing with the behaviour of children. |
| **Resources** |
| * Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use * 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 |
| **Impact** |
| * To provide additional support to the class teachers in providing high quality education for the pupils in the school. |
| **Physical Demands** |
| * The level of physical demands would be that expected of a typical classroom based job, such as carrying books and equipment and setting up for and tidying up after lessons. There may be the occasional demand for more than this. However, this would not be a typical or significant part of the job. |
| **Working Environment** |
| * In the main this post works in the environmental equivalent to working in an office in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside; for example: playground supervision. |
| **Emotional Context** |
| * The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information. |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Good numeracy/literacy skills * Completion of DfES Teacher Assistant Induction Programme * Participate in development and training opportunities |
| **Experience** | * Working with or caring for children of relevant age |
| **Knowledge** | * Appropriate knowledge of First Aid |
| **Skills** | Use basic technology – computer, video, photocopier  Ability to relate well to children and adults  Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |
| **Personal style & behaviours** | As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages. |
| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.   * The role will be required to speak to children and support their learning and can use language flexibly and effectively for social, academic and professional purposes. |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | 🗸 |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity | 🗸 |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>