****

Teaching Assistant Level 1

Evaluated Grade - Scale 1

**Job Description**

|  |
| --- |
| **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 develop children’s independent learning skills.
* To supplement the role of the class teacher
* To challenge children’s misconceptions.
* To support children in accessing their year group curriculum.
* Support pupils in making accelerated progress.
 |
| **Contacts & Relationships** |
| * Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
* Supervise and support pupils ensuring their safety and access to learning
* 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, 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
 |
| **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** |
| * Working alongside teacher in class. They will be managed on a day to day basis by the class teacher
 |
| **Complexity** |
| * Working under the guidance of the teacher.
* Ensuring the safety and good behaviour of students
* Supporting students learning
 |
| **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** |
| * Pupils make accelerated progress within the lesson.
* Providing support to teachers in the classroom
 |
| **Physical Demands** |
| * Monitoring pupil progress within the group working in class.
* 15 minute outdoor playground duty.
 |
| **Working Environment** |
| * In class and outdoor in the playground. If the weather is poor, they will be monitoring students in classroom during indoor play.
 |
| **Emotional Context**  |
| * Support for children in developing self-confidence.
* If a pupil discloses any safeguarding issues, they would pass the relevant information on to Designated Safeguarding Lead.
 |
| **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**

|  |  |
| --- | --- |
| **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** | * The ability to adapt the needs of the pupil.
 |

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.

This post has been assessed as requiring B2 level under the Common European Framework of Reference for Language (CEFR). The role needs to be able to produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issues, giving the advantages and disadvantages of various options, such as when talking with parents and advising teachers and pupils on pupil’s progress and behaviour.

……………………………………………………………………………………………………………

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.

……………………………………………………………………………………………………………

|  |  |
| --- | --- |
| **Type of criminal records checks required for this post** | **Ticked as required** |
| Enhanced Disclosure |  |

Information on types of criminal records checks is available at:

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