

Teaching Assistant Level 1

Evaluated Grade

**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**  |
| * Undertake, in accordance with any direction, which may reasonably be given to you, from time to time by the Headteacher particular duties as may reasonably be assigned to you.
* Establish constructive relationships with pupils and interact with them according to individual needs
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Appreciate and support the role of other professionals
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
 |
| **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, 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
 |
| **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** |
| * In the first instance this will be from the Class Teacher with the formal line manager being a member of the Senior Leadership Team.
 |
| **Complexity** |
| * Primarily the job will follow a routine structure on a weekly basis. However, as the position is in a Primary School they will at time be dealing with unexpected problems and dealing with a range of different issues.
 |
| **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** |
| * The role is necessary to support the learning of individual, or groups of pupils within a class.
 |
| **Physical Demands** |
| * The level of physical demands would be that expected of a typical desk based job, such as carrying laptop and/or files to meetings and setting up for meetings/training events. 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, especially when on playground duty or on educational visits; for example travelling for meetings and site visits.
 |
| **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**

|  |  |
| --- | --- |
| **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** | * An understanding that all children are different and individuals with specific needs that may need a variety of approaches to enable the child to receive a positive education.
 |

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 C2 level under the Common European Framework of Reference for Language (CEFR).

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

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** |
| 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>