



Grazeley Parochial Primary School JOB DESCRIPTION

Job Title: Teaching Assistant Level 1	Job Ref: SCH 124
School: Grazeley Parochial Primary	Salary: (Points 5-6, dependent on experience). £23,500-£23,893 FTE, pay award pending
Reports To: Inclusion	
Grade: 3	
Employment Status: Permanent	
Hours of Work: 31.25 hours- 8.30-3.30 with unpaid 15 minute morning break and ½ hour unpaid lunch break	
Job Purpose: To facilitate learning by supporting the needs of individual pupils (including pupils with EHCPS) or small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupil achievement.	
Job Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community	
Organisation Chart:	
<pre> graph TD HT[Headteacher] --> OA[Office Administrator] HT --> KSL[Key Stage 2 Leader] HT --> IAHT[Inclusion / AHT] HT --> SBM[School Business Manager] OA --> AA[Admin Assistant] OA --> AFS[Attendance / FSA] KSL --> KST1[Key Stage 2 Teacher] KSL --> KST2[Key Stage 2 Teacher] KSL --> KST3[Key Stage 2 Teacher] IAHT --> FST[Foundation Stage Teacher] IAHT --> HLTA[HLTA] IAHT --> TA[TA] IAHT --> ELSA[ELSA] FST --> KST1T[Key Stage 1 Teacher] FST --> KST1T2[Key Stage 1 Teacher] HLTA --> G1[] HLTA --> G2[] HLTA --> G3[] TA --> G4[] TA --> G5[] SBM --> C[Care taker] style G1 fill:#d9ead3 style G2 fill:#d9ead3 style G3 fill:#d9ead3 style G4 fill:#d9ead3 style G5 fill:#d9ead3 </pre>	

Scope

This role has no budgetary responsibility and no line management responsibility.

Summary of Main Contacts.

- Teachers
- Pupils
- Parents
- Governors
- Other school staff
- Other professionals

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

This job falls within the definition of regulated activity – post holders will be required to have an Enhanced DBS check and Barred List check.

CONFIDENTIALITY

All matters relating to families' health and personal affairs are strictly confidential and under no circumstances is such information to be divulged to any unauthorised person. Disciplinary action including dismissal will be taken against any employee contravening this regulation. All staff are expected to respect the requirements under the Data Protection Act 1984, and its subsequent amendments.

HEALTH AND SAFETY

In accordance with the provisions of the Health and Safety at Work Act 1974 take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.

Main Duties and Responsibilities

Pupil Support

- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher/teaching assistant team
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Provide supervision at lunch and break times

Teacher support

- Create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with planning of learning activities
- Assist with the display of pupil work
- Monitor pupil's responses to learning activities and accurately record achievement/progress as directed
- Provide regular and detailed feedback to teachers on pupil achievement, progress, problems, etc
- Establish constructive relationships with parents/carers
- Administer routine tests and undertake routine marking of pupil's work
- Provide clerical/administrative support – e.g. photocopying, filing, data input, collecting money etc.

Curriculum support

- Undertake structured learning activities and programmes, adjusting according to pupil responses
- Support pupils in local and national learning strategies as directed by the teacher, recording achievement and feeding back to the teacher
- Support pupils in using ICT in learning activities, and develop pupils' competence and independence in its use
- Prepare and maintain equipment and resources as directed, and assist pupils in their use

Support for the school

- Promote the welfare of children and support the school in safeguarding children through child protection policies and procedures, reporting all concerns to an appropriate person

- Be aware of and comply with policies and procedures relating to security, confidentiality, and data protection
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall work, ethos and aims of the school
- Attend relevant meetings as required
- Participate in training and other learning and development activities
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Seek help, advice or guidance as necessary
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others
- Promote equality as an integral part of the role, treating everyone with fairness and dignity

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the teacher, AHT/Inclusion or Headteacher.

PERSON SPECIFICATION	
Qualifications	
Holds GCSE or equivalent in both English and Maths grades A-C	Essential
Holds or working towards a relevant NVQ level 2	Desirable
First Aider qualification	Desirable
Training in relevant learning strategies	Desirable
Experience	
Minimum of one-year relevant experience working with or caring for children of relevant age	Essential
Experience of working with children with special needs	Desirable
Knowledge and understanding	
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
General understanding of national/foundation stage curriculum and other basic learning programmes and strategies	Essential
Basic understanding of child development and learning	Essential
Skills and abilities	
Good literacy and numeracy skills	Essential
Ability to use ICT effectively to support learning	Essential
Ability to use office equipment, including computers, photocopiers, cameras, videos, printers etc	Essential
Ability to use Outlook, and a web browser to access information	Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential
Ability to communicate effectively with children, parents and other staff	Essential
Ability to motivate and encourage pupils	Essential
Work-related personal qualities	
Actively enjoys working with children and is sympathetic to their needs	Essential
Professionally discreet and able to respect confidentiality	Essential

Flexible approach to tasks	Essential
Ability to work effectively as part of a team	Essential
Other work-related requirements	
Willingness to participate in work related training	Essential
Patient and resilient with a positive demeanour	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential