

Job Description

Teaching Assistant (Level 1)

Key Responsibilities

Assist in the educational, personal and social development of designated students under the direction and guidance of relevant colleagues (e.g. the Headteacher, SENDCO, phase leaders and class teachers)

Support students by adopting relevant strategies and techniques to enable them to access the curriculum, engage with their learning and achieve their full potential.

Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.

Deliver measurable impact on pupil attainment as well as social and emotional well-being.

Work collaboratively with relevant colleagues to fulfil the requirements of the role.

The duties of the Teaching Assistant will be determined by the Head Teacher, or appropriate senior leader, and will be arranged to meet the needs of the school and pupil(s) being supported. This may involve working in small groups or on a 1:1 basis and may include supporting pupils with an Educational Health Care Plan (EHCP).

Main Duties and Responsibilities

Support and Supervise Pupils

- Under the direction of the class teacher, support and supervise pupils undertaking designated activities in a group or on an individual basis and to assist their learning and development by:
 - Clarifying and explaining instructions.
 - Facilitating the use of appropriate scaffolding for learning
 - Mediating language as required
 - Implementing specific strategies identified on individual support plans or EHCPs
 - Reinforcing relevant aspects of the planned teaching programme, particularly literacy and numeracy.

- Being sensitive to the requirements of all pupils and encouraging their participation and independence.
- Assisting pupils with the appropriate use of materials and resources, including ICT applications.
- Nurturing the development of emotional literacy and social communication skills.
- Encouraging and building pupil resilience and self-esteem
- Supervise children during break and lunch time, as required
- Effective use of positive behaviour management techniques and strategies with support where required. Encourage pupils to take responsibility for their own behaviour.
- Adapt communication style and language to suit individual pupils and their specific needs.

Work in collaboration with others

- Work in partnership with teachers to ensure that individual learning needs are met, discuss student progress, and share concerns.
- Communicate knowledge and understanding of pupils to support informed decision making about required intervention and provision.
- Liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning

Resources

- Preparation of appropriate materials and resources and contribution to the organization of the teaching and learning environment.
- Assist with the availability, set up and use of identified learning resources.

Recording and Reporting

- Contribute to basic monitoring, evaluating and assessment of pupil progress.
- Ensure all written and electronic records and reports are accurate, comprehensive and timely.

Other Responsibilities

- To attend to pupils' personal needs, including hygiene and basic first aid.
- Escort and supervise pupils on out of school activities.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school in line with reporting policies and procedures.
- Promote the inclusion and acceptance of all pupils, staff and stakeholders.

- To promote and reinforce the Trust and School policies, practices and procedures, including an awareness of child protection, and health and safety responsibilities
- Have high expectations of behaviour, promoting self-control and independence for all children, working within our behaviour policy.
- Any other reasonable duties, commensurate with the responsibility and grade of the post.

Special notes and conditions

The duties listed in this job description are neither exclusive nor exhaustive and the postholder may be required to undertake other tasks, commensurate with the responsibilities and grade of the post, as reasonably requested by the Trust Senior Leadership Team.

It is the practice of DBAT to periodically review job descriptions to ensure that they relate to the job performed and to incorporate any changes. In these circumstances, DBAT will seek to reach agreement on reasonable changes but, where agreement is not reached, DBAT reserves the right to make changes to the job description, following consultation.

DBAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

Person Specification – Teaching Assistant (Level 1)

Knowledge and experience	Essential / Desirable
Knowledge and understanding of classroom roles and responsibilities and own position within these.	E
Knowledge and understanding of child development and the social needs of children	E
Knowledge of the learning and play needs of children	E
Understanding of the importance of safeguarding and a commitment to maintain own knowledge in accordance with regulatory requirements and school policy.	E
Previous experience of working with children in an educational setting	D
Knowledge and experience of effective indoor and outdoor learning environments	D
Qualifications and training	Essential / Desirable
GCSE Grade 4/C English and Maths, or proven equivalent literacy and numeracy	E
Fluent in the use of written and spoken English	E
Commitment to undertake a relevant qualification	D
Level 2 or 3 Teaching Assistant qualification, or equivalent experience	D
First Aid qualification	D
Personal attributes and skills	Essential / Desirable
Commitment to the inclusion and acceptance of all	E
Sensitive and responsive to the needs of children and parents/carers	E
Emotional intelligence and resilience	E
Patient, calm and able to work under pressure	E
Flexible and solution focused	E
A team player, able to use own initiative	E
Excellent communication skills	E
Additional requirements	Essential / Desirable
Sympathetic to the vision and values of the Trust and the Christian Distinctiveness of the academy	E
Full driving licence and ability to travel to, and work in, academies across the Trust	D
Able to communicate in a language other than English	D