



Beaumont Hill Academy

POST TITLE :

Teaching Assistant - Level 1

37 hours per week

Term Time plus One Week (47 weeks per year)

GRADE :

Band 4 SCP 6 - £25,989 per annum

Actual Salary: £23,390.10 pa (0.9 FTE)

REPORTING RELATIONSHIP

The post holder will be a member of a multi-disciplined team, under the leadership and supervision of a Level 4 Teaching Assistant/HLTA and/or a teacher.

JOB PURPOSE :

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to provide additional support for individual and small groups of pupils and provide general support to the teacher in the management of pupils and the classroom. Duties will include assisting the teacher in the delivery of the curriculum

MAIN DUTIES/RESPONSIBILITIES

In co-operation with the teacher and under the agreed educational plan, the post holder will to a level reflected by the grade of the post:-

Support Pupils

- Provide individualised support to pupils with SEN, ensuring their safety and engagement in learning.
- Attend to personal care needs (e.g., toileting, hygiene, feeding) and implement related programmes such as physiotherapy or speech therapy under guidance.
- Promote inclusion, positive behaviour, and emotional well-being.



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- Assist with the development and implementation of Education and Health Care Plans
- Encourage independence and social interaction.

Support Teachers

- Prepare and maintain classroom resources, shared spaces and learning areas.
- Assist in delivering structured learning activities and interventions (e.g. literacy, numeracy, sensory programmes).
- Monitor and record pupil progress, providing feedback to teachers.
- Support behaviour management strategies and contribute to a positive classroom environment.
- Displaying of pupils work as directed by the teacher / senior teaching assistant
- Undertake clerical tasks such as photocopying and record-keeping.

Support the Academy and Trust by

- Being aware of and complying with all Academy and Trust policies (including but not limited to safeguarding, health and safety, confidentiality, and data protection policies.)
- Report any incidents/accidents/hazards and take pro-active approach to health and safety matters to protect both self and others.
- Supervise pupils during breaks, lunchtimes, and on educational visits.
- Participate in required meetings, training and professional development activities.
- Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the Academy and Trust.
- Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the Principal/Teacher/Senior Teaching Assistant.



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ESSENTIAL				DESIRABLE			
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified	
Qualifications & Education	E1	GCSE Maths and English or equivalent	AF/I	D1	Child Care Qualification – CACHE Level 1 Foundation Award for Caring for Children, NVQ Level 2 for Teaching Assistants or equivalent	AF/I	
	E2	Hold a training certificate in First Aid and/or MIDAS and/or Administration of Medication and/or Moving and Handling or be willing to undertake training	AF/C				
Experience & Knowledge	E3	Experience of working with children/young people and/or with complex health needs	AF/I	D2	Experienced / trained First Aider	AF/I	
	E4	Understanding of classroom roles and responsibilities and Teaching Assistant's role	AF/I	D3	Experience of working in a school or similar establishment.	AF/I	
				D4	Understanding of de-escalation strategies	AF/I	
				D5	Basic understanding of child development and learning principles.	AF/I	



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				D6	Knowledge of assistive technologies or communication aids.	AF/I
Skills	E5	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	AF/R/I	D7	Ability to use computers and educational software packages	AF/I
	E6	Ability to work constructively as part of a team, understanding school roles and responsibilities including own	AF/R/I	D8	Ability to follow instruction and also show initiative in supporting the outcomes of children/young people.	AF/R/I
	E7	Ability to verbally communicate effectively with wide range of audiences, i.e. parents, teachers, pupils, other professionals	AF/R/I			
	E8	Ability to build and form good relationships with students, parents/carers and colleagues.	AF/R/I			
	E9	Ability to be flexible and open to working in a range of curriculum pathways and with a range of pupils aged 2-19.	AF/I			



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E10	Ability to observe and report on progress and behaviour effectively.	AF/I				
E11	Able to appropriately deal with confidential information/situations.	AF/R/I				
E12	Able to follow directions from the line manager and meet deadlines	AF/R/I				
E13	Ability to show initiative and to prioritise one's own work and meet required deadlines.	AF/R/I				



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Personal Attributes	E14	Ability to promote fairness and a positive role model to pupils	AF/R/I	D9	High levels of resilience and emotional intelligence.	AF/I
	E15	Ability to work calmly in emergency situations following agreed procedures for individual pupils	AF/R/I			
	E16	Enhanced DBS certificate and Disqualification disclosure and a commitment to the highest standards of child protection and safeguarding.	C/D/R/I/AF			
	E17	An ability to demonstrate a diplomatic and patient approach.	AF/R/I			
	E18	Desire to enhance and develop skills and knowledge through CPD.	AF/R/I			
	E19	Recognition of the importance of personal responsibility for health and safety.	AF/R/I			