



## JOB DESCRIPTION

<b>Job Title:</b>	<b>TEACHING ASSISTANT LEVEL 1</b>
<b>Location:</b>	St John's C E Primary School
<b>Salary/Grade</b>	NJC 3-4
<b>Hours:</b>	Part-Time
<b>Holiday:</b>	Annual leave – holidays may only be taken during school holidays

**Responsible to:** Inclusion Leader

<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with or caring for children of relevant age</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good numeracy/literacy skills - <b>required</b></li> <li>Completion of DfES Teacher Assistant Induction Programme - <b>desired</b></li> <li>Participate in development and training opportunities - <b>desired</b></li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>Appropriate knowledge of first aid - <b>desired</b></li> <li>Use basic office technology – computer, video, photocopier - <b>required</b></li> <li>Ability to relate well to children and adults - <b>required</b></li> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these - <b>required</b></li> </ul>

### 1 MAIN PURPOSE OF THE JOB:

To support the classroom teacher with their responsibility for the development and education of all pupils.

To assist in development of pupils' learning, the provision of care and the management of pupils' behaviour under the direction of teaching staff/senior colleagues.

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## **2 SUPPORT FOR THE PUPILS**

- 2.1 Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- 2.2 Supervise and support pupils' ensuring their safety and access to learning, by encouraging their participation in learning tasks and activities.
- 2.3 Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- 2.4 Promote the inclusion and acceptance of all pupils.
- 2.5 Encourage pupils to interact with others and engage in activities led by the teacher.
- 2.6 Encourage pupils to act independently as appropriate.

## **3 SUPPORT FOR THE TEACHER**

- 3.1 Prepare classroom as directed for lessons and clear afterwards.
- 3.2 Assist in preparation and display of pupils' work.
- 3.3 Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- 3.4 Undertake pupil record keeping as requested.
- 3.5 Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- 3.6 Gather/report information from/to parents/carers as directed.
- 3.7 Support teaching/senior staff with routine administration e.g. photocopying, typing, filing, collecting money etc.

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## **4 SUPPORT FOR THE CURRICULUM**

- 4.1 Support pupils to understand instructions.
- 4.2 Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
- 4.3 Support pupils in using basic ICT as directed.
- 4.4 Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

## **5 SUPPORT FOR THE SCHOOL**

- 5.1 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.
- 5.2 Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- 5.3 Contribute to the overall ethos/work/aims of the school
- 5.4 Appreciate and support the role of other professionals
- 5.5 Attend relevant meetings as required.
- 5.6 Participate in training and other learning activities and performance development as required.
- 5.7 Assist with the organisation of school medical arrangements, e.g. dental inspections, nurse visits.
- 5.8 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- 5.9 Accompany teaching staff and pupils on educational visits, trips and out of school activities as required
- 5.10 Assist with the presentation of special events, e.g. School Concerts, Plays, Parents / Carers evenings.

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