

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
B506	Teaching Assistant – General Level 1	Grade 3	282 NJC	April 2008

Statement of Purpose

To work under the direct instruction of teaching staff, usually in the classroom with the teacher.
Provide general support to the teacher in the care of pupils, and management of the classroom.
Assist teachers in the following:

Support to Pupils

- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Supervise and support pupils ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.

Support to Teacher

- Prepare classroom as directed for lessons, clear afterwards and assist with and maintain displays of pupils' work, notice boards, shelving systems etc.
- Undertake routine administrative tasks, e.g. pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Appropriate liaison with parents on general pupil matters.

Support to Curriculum

- Support pupils to understand instructions in relation to curriculum subject e.g. KS1 Literacy.
- Prepare and maintain general equipment/resources as directed by the teacher.
- Attend training sessions as required for CPD purposes and to ensure appropriate skill level is obtained to undertake role, e.g. behaviour management strategies.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.

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- Participate in training and other learning activities and performance development as required. (See footnote 1.)
- Assist with the supervision of pupils out of lessons times, including before and after school and at lunchtimes.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the school's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.