

# Job Description

## School

## Service Area

**Job Title** Teaching Assistant Level 1

**Grade** A1/B1

**Conditions Of service** NJC

## Responsible To

**Responsible For** None

**Special Conditions:** this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

**Job Purpose:** To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

## Responsibilities

Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

Supervise and support pupils ensuring their safety and access to learning

Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.

Promote the inclusion and acceptance of all pupils

Encourage pupils to interact with others and engage in activities led by the teacher

Encourage pupils to act independently as appropriate

Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.

Be aware of pupil problems/progress/achievements and report to the teacher as agreed.

Undertake pupil record keeping as requested

Support the teacher in managing pupil behaviour, reporting difficulties as appropriate

Gather/report information from/to parents/carers as directed

Provide clerical/administrative support - photocopying, typing, filing, collecting money etc.

Support pupils to understand instructions

Support pupils in respect of local and national learning strategies – KS2 literacy, numeracy as directed by the teacher

Support pupils in using basic ICT as directed

Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend relevant meetings as required

Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

**Qualifications** GCSE Maths and/or English grades at least D -G or equivalent is desirable

## **PERSONAL SPECIFICATION**

**ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

### **Skills Required**

Good numeracy/literacy skills

Able to use basic technology – computer, video, photocopier

Able to relate well to children and adults

Able to work constructively as part of a team

### **Knowledge Required**

Understanding classroom roles and responsibilities and your own position within these.

Participate in development and training opportunities

### **Experience Required**

Of working with or caring for children of relevant age

### **Behavioural & other Characteristics required**

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council's Equal Opportunities Policy.

Carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development

**DESIRABLE REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

**Skills Required**

N/A

**Knowledge Required**

Completion of DfES Teacher Assistant Induction Programme

Appropriate knowledge of first aid

Aware of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection.

GCSE Maths and/or English grades at least D-G or equivalent

CSE level 2

**Experience Required**

N/A

**Behavioural & other Characteristics required**

N/A

**Job Description Content Prepared / Reviewed by:**

Name	Designation	Date
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Confirmation of Job Evaluation Undertaken	JE Ref Number	Date
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