



The
St Gregory the Great
Catholic Academy Trust

'Where love exists, it does great things'

Job Description	
Role	Teaching Assistant Level 1
Grade	A1/B1
Responsible to	Class Teacher/SLT

Purpose of Role

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.

To promote and ensure the welfare and safeguarding of children at all times.

Responsibilities

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

To supervise and support pupils ensuring their safety and access to learning

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

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

To promote the inclusion and acceptance of all pupils

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

To encourage pupils to act independently as appropriate

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

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

To undertake pupil record keeping as requested

To support the teacher in managing pupil behaviour, reporting difficulties as appropriate

To gather/report information from/to parents/carers as directed

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

To support pupils to understand instructions

To support pupils in respect of local and national learning strategies - literacy, numeracy, early years, as directed by the teacher

To support pupils in using basic ICT as directed

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

To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

To appreciate and support the role of other professionals
To accompany teaching staff and pupils on visits, trips and out of school activities as required.

To 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.

Play a full part in the life of the school community, fully support our distinctive Catholic mission and ethos and encourage and ensure staff and pupils follow this example.

Be aware of and comply with school and St Gregory the Great Catholic Academy Trust policies and procedures e.g., child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

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 St Gregory the Great Catholic Academy Trust.

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.

Person Specification	
Role	Teaching Assistant Level 1
Grade	A1/B1

Qualifications	E	D	M
GCSE Maths and English, or equivalent (Grades A-C)		X	A
First aid training		X	A

Skills	E	D	M
Good numeracy/literacy skills	X		A,I
Use of other appropriate technology – ICT, video, photocopier	X		A,I
Ability to relate well to children and adults	X		A,I
Ability to work constructively as part of a team	X		A,I

Knowledge	E	D	
Completion of DfES Teacher Assistant Induction Programme Or equivalent qualifications or experience		X	A,I
An understanding of classroom roles and responsibilities and your own position within these.		X	A,I

Experience	E	D	I
Working with or caring for children of relevant age		X	A,I

Behavioural/Personal Characteristics	E	D	I
Ability to understand and observe the School and Academy Trust's Equal Opportunities Policy.	X		A,I
To carry out all duties having regard to an employee's responsibility under the School and Academy Trust's Health & Safety Policies.	X		A,I
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	X		A,I
Commitment to promoting the welfare and safeguarding of children, young people and vulnerable adults	X		A,I

Key
E= Essential Criteria D = Desirable Criteria M = Method of Assessment
A= Application Form I= Interview T= Test/Assessment Task