|  |  |
| --- | --- |
| **../../../../../Desktop/Sphere%20Federation%20Logo%20Suite/Sphere%20Logo%20Full%20Colour/Landscape/Sphere%20Federation_landscape_full%20c** | **Scholes (Elmet) Primary****St James’ CE Primary****Moortown Primary** |
| **Teaching Assistant job description** |
|  |

**Job Title: Teaching Assistant Level 1**

**Name:**

**Responsible to: Phase Leader, Head of School**

# To work under the direct instruction of teaching/senior staff and Line Manager usually in the classroom with the teacher, to support access to learning for pupils and provide support to the teacher in the management of pupils and the classroom. The work may involve individual pupils, often those with SEND, or small groups of pupils.

**Main Duties:**

**1.** To attend to pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

**2.** To supervise and support pupils ensuring their safety and access to learning

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

**4.** To promote the inclusion and acceptance of all pupils

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

**6.** To encourage pupils to act independently as appropriate

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

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

**9.** To undertake pupil record keeping as requested

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

**11.** To gather/report information from/to parents/carers as directed

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

**13.** To support pupils to understand instructions

**14.** To support pupils in respect of learning strategies, as directed by the teacher

**15.** To support pupils in using basic ICT as directed

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

**17.** To be aware of and comply with policies and procedures, including those set out in the staff handbook and those relating to safeguarding, health and safety, general data protection regulations, reporting all concerns to an appropriate person.

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

**19**. To contribute to the overall ethos/work/aims of the school including the federation’s overall aim to be a happy and healthy place to learn/work

**20.** To appreciate and support the role of other professionals

**21.** To attend relevant meetings as required

**22.** To participate in training and other learning activities and performance development as required

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

**24.** To accompany teaching staff and pupils on visits, trips and out of school activities as required, for example looking after a particular pupil or group

## Any Special Conditions of Service:

##  There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Signed---------------------------------------------------

Date-----------------------------------------------------

**Sphere Federation *is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.***

# **PERSON SPECIFICATION**

**Job Title: Teaching Assistant Level 1**

## Pay Band: A1-B1

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential Criteria** | **How Identified** | **Desirable Criteria** | *How identified* |
| **SKILLS**Good numeracy/literacy skillsUse basic technology – computer, video, photocopierAbility to relate well to children and adultsAbility to work constructively as part of a team | Application form and selection process Application form and selection process Application form and selection process Application form and selection process  | GCSE Maths and/or English grades D-G CSE level 2 | Provide evidence by producing certificate |
| **KNOWLEDGE & UNDERSTANDING**Working with or caring for children of relevant ageUnderstanding classroom roles and responsibilities and your own position within these. | Application form and selection processApplication form and selection process | Appropriate knowledge of first aidTo be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.  | Application formApplication form and selection process |
| **QUALIFICATIONS/****TRAINING**Participate in development and training opportunities | Application form and selection process | Completion of DfES Teacher Assistant Induction Programme | Application form and Certificate |
| **OTHER CONDITIONS** | Enhanced CRB clearance |  |  |