

BATH & NORTH EAST SOMERSET COUNCIL JOB DESCRIPTION	
<b>SERVICE:</b> CHILDREN SERVICES <b>SCHOOL:</b> TWERTON INFANTS SCHOOL AND NURSERY	
<b>POST TITLE:</b> TEACHING ASSISTANT – LEVEL 1/ 2	<b>POST NO:</b> SS119 <b>GRADE:</b> Q/P
<b>RESPONSIBLE TO:</b> CLASSROOM TEACHER/DESIGNATED SUPERVISOR	
<b>DATE:</b> September 2006	

## 1. JOB PURPOSE

To undertake work/care/ support programmes, to enable access to learning for pupils and to work alongside the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

## 2. MAIN DUTIES AND RESPONSIBILITIES

### Support for Pupils

1. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first-aid and welfare matters, as appropriate.
2. Supervise and support pupils ensuring their safety and access to learning.
3. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
4. Establish constructive relationships with pupils, act as a role model, and interact with them according to individual needs.
5. Promote the inclusion and acceptance of all pupils.
6. Encourage pupils to interact with others and engage in activities led by the teacher.
7. Set challenging and demanding expectations and promote self-esteem and independence.
8. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

## **Support for Teacher**

9. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
10. Be aware of pupil problems/progress/achievements and report to the teacher as appropriate.
11. Assist with the planning of learning activities.
12. Monitor pupils' responses to learning activities and accurately record achievement/ progress.
13. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
14. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
15. In conjunction with the teacher, collate and report information to and from parents and carers.
16. Administer routine tests and invigilate exams and undertake appropriate marking of pupils' work.
17. Provide clerical/admin support for learning e.g. photocopying, word processing, filing, money etc.

## **Support for the Curriculum**

18. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
19. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
20. Promote and support the use of ICT in learning activities and develop pupils' competence and independence in its use.
21. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

## **Support for the School**

22. Be fully familiar 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.
23. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

24. Contribute to the overall ethos/work/aims of the school.
25. Attend and participate in relevant meetings as required.
26. Participate in training and other learning activities and performance development as required.
27. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
28. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
29. To undertake other relevant duties allocated at the discretion of the classroom teacher, Headteacher or other designated supervisor.

### **3. QUALIFICATIONS AND EXPERIENCE**

#### **Essential**

**Either** NVQ 2 for Teaching Assistants or equivalent qualification or experience plus completion of the DfES Teacher Assistant Induction Programme

**Or** a minimum of 3 years recent, relevant experience, which demonstrates the postholder, has applied a wide range of strategies supporting children and successful experience of delivering education programmes over a longer period, e.g. 6 – 8 weeks, with minimum supervision only.

A minimum of 3 GCSE passes at Grade C or above or equivalent including with proficiency in literacy and numeracy.

All applicants must have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and able to show an understanding of child development and a wide range of issues concerning their education and welfare.

An ability to relate well to both children and adults.

Be able to demonstrate experience of using a number of learning strategies whilst working with a range of children with complex needs and take responsibility for delivery of an educational programme with minimum supervision only.

To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Ability to effectively use ICT to support learning and use of other equipment technology i.e. computer, video, photocopier.

## **Desirable**

Appropriate knowledge of general first aid.

Training in the relevant learning strategies e.g. literacy.

General understanding of national/foundation stage curriculum and other basic learning programmes/strategies/codes of practice.

Ability to self-evaluate learning needs and actively seek learning opportunities.

## **4. Physical Effort**

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

## **5. Working Environment**

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

## **6. General**

The postholder will be expected to undertake any appropriate training provided by the Authority and/or School to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement

Twerton Infant School Early Years Practitioner – Person Specification	
Essential	Desirable
<p>Job Related Aptitude &amp; Skills</p> <ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• A caring, enthusiastic and committed approach</li> <li>• Able to build and maintain good relationships with children, colleagues and parents.</li> <li>• An interest in child development and positive behaviour management techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid</li> </ul>
<p>Personal Qualities</p> <ul style="list-style-type: none"> <li>• Able to prioritise and react appropriately to events and situations</li> <li>• Calm flexible approach to work</li> <li>• A sense of humour</li> <li>• Willing to learn new skills and attend training</li> <li>• Committed to looking after the welfare of the children.</li> <li>• Able to keep school matters confidential</li> <li>• Willing to be a member of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to self-evaluate learning needs and actively seek learning opportunities</li> </ul>