

JOB DESCRIPTION

School: Geoffrey Field Junior School	Department/Division: Education & Community Services
Post Reference No:	Location:
Job Title: Post Title: TEACHING ASSISTANT - GENERAL LEVEL 1	Grade/Salary Range: RG2 SCP3-4 Above the Gateway RG2 SCP5

JOB PURPOSE

LEVEL 1 - To work under the 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.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

- Support the learning of individuals and groups of children under the direction of the class teacher
- 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 (assist with welfare / personal care if required)

Above the Gateway

- Work flexibly to respond to changing workloads or demands.

SUPPORT FOR THE TEACHER

- 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/admin. support e.g. photocopying, typing, filing, tidying, cleaning and storage of resources.

Above the Gateway

- Use a range of strategies to maximise the effect of the teacher during while class teaching.

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions, to engage with learning and achieve lesson goals.
- Support pupils so that they can access the full breadth of the curriculum
- Support pupils in to use IT across the curriculum
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Above the Gateway

- Assist with supervision of pupils out of lessons - such as breakfast club or afterschool activities and lunchtimes.
- Take responsibility for specific areas of playground or specific learning

SCOPE OF JOB (Budgetary/Resource control, Impact)

No budgetary or resource implications

PERSON SPECIFICATION

READING BOROUGH COUNCIL	Department/Directorate: Education & Community Services
Job Title: TEACHING ASSISTANT - GENERAL	Post Reference No:

QUALIFICATIONS/EDUCATION/TRAINING:

Relevant NVQ Level 2 or DfE Teaching Assistant Induction Programme or equivalent.
 English and Maths GCSE level at 'C' or above or equivalent.

EXPERIENCE:

Has worked with children previously as a TA or in a pastoral or learning support role
 Has worked with children in school and in a KS2 environment.
 Aware of the current trends in education.
 Willingness to take on further training if necessary.
 Some experience of teaching reading and other basic skills.

SKILLS, ABILITIES AND COMPETENCIES:

SPECIFIC WORKING REQUIREMENTS:

Willing to take initiative.
 Self-motivated with a positive attitude.
 Able to take direction from others.
 Self-confident and able to form good working relationships with children.
 Reliable and good time-keeping.
 Demonstrates understanding of the needs of individual children and different groups across the school.
 Keen to develop within the role and take full advantage of our performance management and training opportunities.
 Good personal IT skills - email, Microsoft packages