



THE STOUR FEDERATION TEACHING ASSISTANT LEVEL 1 JOB DESCRIPTION

SCALE POINT 4 - 7: £9.99 – £10.60 HOURLY RATE

Play. Make their day. Choose your attitude. Be there.

CORE PURPOSE

Assists teaching staff in the development and education process of pupils and with pupil care, support and supervision.

The post receives direction from and is accountable to the teacher.

Contribute to the school's statutory duty to safeguard and promote the welfare of children.

Responsibility for people: the post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

Responsibility for staff: the post has limited (or no) direct responsibility for supervising other staff. It may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget: the post has limited (or no) direct responsibility for financial resources. May be involved in occasional handling small amounts of cash.

Responsibility for physical resources: the post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment (e.g., chromebook/ iPad/ teaching materials/resources).

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

CURRICULUM SUPPORT

- Support pupils' learning as directed by the teacher, in context of fostering independence and self-esteem (e.g., modelling use of language appropriate to the task, facilitating discussions and interactions, encouraging pupils to reflect on their work).

SUPPORT FOR PUPILS

- Carry out appropriate activities as planned, either with small groups or individuals — e.g. promoting increased attention and staying on task, helping with physical difficulties whilst encouraging independence.
- Hear pupils read.
- Support pupils in accessing the curriculum and, with young pupils, extend play based learning.
- Assist pupils with personal hygiene routines.
- Assist with pupil supervision — e.g. on arrival/leaving the class, at break time and lunchtime (when required).
- Accompany pupils as directed, e.g., out of the classroom, on visits, trips and out of school activities.
- Deal with minor accidents, upsets.

SUPPORT TO THE TEACHER

- Assist in the day to day management of the learning environment, e.g., preparing/clearing equipment and resources, preparation of classrooms/art areas etc and outside areas.
- Display and present children's work.
- Sort and tidy cupboards.
- Cleaning up.
- Assist in management of pupil behaviour.
- Liaise with parents, answering queries.
- Participate in record keeping — e.g. providing information to contribute to recording pupil achievement, taking photos of pupils work.
- Provide feedback about learning activities, responses to them and support provided .
- Undertake routine admin and clerical support (copying, filing, collecting money etc).

SAFEGUARDING CHILDREN & SAFER RECRUITMENT

All schools in The Stour Federation Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The class teacher plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Stour Federation will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.

QUALIFICATIONS AND LIKELY ABILITIES

- Have at least GCSE/GCE/ in English and Maths.
- Be committed to own professional development, and be willing to undertake other appropriate training, preferably leading to national standards (e.g., NVQ level 2) .
- Have completed TA induction programme.
- Understand special educational needs.
- Knowledge of school rules, procedures, policies.
- Display commitment to the protection and safeguarding of children and young people.
- Value and respect the views and needs of children.
- Be aware of and understand the Trust's regulations, eg. health and safety at work, safeguarding , etc.
- Can understand and support the curriculum.
- Be able to use technology as a teaching and learning tool — e.g., computer, websites, email.
- Able to operate technological equipment — e.g. photocopier, iPad, chromebook.
- Have good communication and listening skills.
- Able to take direction but also take initiative when required.
- Have experience of working (paid or unpaid) with children of appropriate age range though no previous experience of work as a TA required.
- Able to relate well to children and adults.
- Can solve straightforward problems and respond to unforeseen circumstances (eg hazards, accidents etc).

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and the Executive Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.