

POST TITLE: TEACHING ASSISTANT - LEVEL 1

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

BROAD DESCRIPTION:

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.

Responsibility for others: 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, processing cheques, invoices etc.

Responsibility for physical resources: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment (eg computer / PC/ teaching materials/resources).

RESPONSIBILITY FOR SAFEGUARDING: To be vigilant in identifying any possible safeguarding issues and report to school staff in accordance with the Child Protection policy.

RESPONSIBILITY FOR HEALTH & SAFETY: The employee must work in accordance with the school's policy.

TYPICAL TASKS

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, incidents

Support to teacher:

- assist in the day to day management of the learning environment, e.g. preparing/clearing equipment and resources, changing of reading books, 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)

EDUCATION/TRAINING AND LIKELY ABILITIES

- Have at least GCSE/GCE/ in literacy and numeracy
- Be committed to own professional development, and be willing to undertake other appropriate training, preferably leading to national standards (NVQ level 2)
- Have completed TA induction programme
- Understand special educational needs
- Knowledge of school rules, procedures, policies
- Be aware of and understand the Authority's regulations, e.g. HASAW, Child Protection etc
- Can understand and support the curriculum
- Be able to use technology as a learning tool – e.g. computer, iPad,
- Able to operate technological equipment – e.g. photocopier, iPad
- 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 (e.g. hazards, accidents etc.)