

# Grading Job Description and Employee Specification

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| <b><u>Job Title:</u></b><br>Teaching Assistant   | <b><u>Directorate:</u></b><br>Education & Personal Development |
| <b><u>Post Number:</u></b>   | <b><u>Division:</u></b><br>Schools                             |
| <b><u>Grade: 2</u></b>   | <b><u>Business Unit/Section:</u></b>                           |
| <b><u>Overall Purpose of Job:</u></b><br>To assist in development pupil learning, personal self-care skills, and in managing pupil behaviour, under the close direction of the teacher or other senior member of staff.  |  |
| <b><u>Main Responsibilities:</u></b> <ol style="list-style-type: none"> <li>1. Assists pupils with personal self-care.</li> <li>2. Assists with general administration and supports classroom management, including making learning materials.</li> <li>3. Assists in the supervision of pupils at play/leisure breaks and at times of transition between lessons and activities.</li> <li>4. Helps promote pupil good behaviour and discipline through positive interactions with the pupils and participates fully in strategies agreed as part of any pupil's individual behaviour plan, including physical interventions.</li> <li>5. Shares with the teacher and other colleagues issues of concern and positive feedback about the pupil's welfare and achievements.</li> <li>6. Under close direction of the teacher or other senior members of staff participates in delivery of learning activities.</li> </ol> |  |
| <b><u>Knowledge, Skill and Experience Required:</u></b> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Knowledge of child development and children's personal development needs</li> <li>• Knowledge of the implications of common disabilities in children for school and for families of pupils</li> <li>• Knowledge of strategies which promote good behaviour and discipline</li> </ul>  |  |

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## **Creativity and Innovation:**

- Monitors and is responsive to pupil behaviour at all times
- Monitors and is responsive to pupil personal needs and communication
- Communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate

## **Decision Making:**

- Recognises when it is necessary to implement agreed de-escalation strategies to minimise risks of pupil behaviour becoming disruptive or dangerous
- Takes action to meet pupil needs as they arise to avoid undue physical or mental stress
- Responds appropriately to pupil attempts to communicate needs
- Communicates information effectively to teachers, other professionals and parents whenever the need arises

## **Contacts and Relationships:**

### **Teachers**

- Assists teachers in developing pupil learning, self care skills and managing behaviour - daily

### **Pupils**

- Meets personal and social needs – daily

### **Leadership group of the school**

- Takes part in departmental or whole school meetings – weekly

### **Other staff**

- Works in collaboration with other teaching assistants, dinner supervisory assistants, – daily

### **Other Professionals**

- Minimal contact

### **Parents**

- Minimal contact

## **Responsibility for Resources: (to include approximate value, sole or shared responsibility and for what percentage of their working hours)**

**NONE**

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## WORK ENVIRONMENT

### Work Demands:

There are no specific deadlines other than implementing activities in lessons and in school hours as directed. Time to complete activities will vary.

### Physical Demands:

Sits for lessons with pupils but may have sustained periods of physical activity, involving bending, crouching, lifting, turning, standing, walking and running, e.g. when meeting pupil personal care needs.

When working with small children, sits on and gets up from low chairs and low tables.

May be involved in physical interventions with pupils, following LEA-approved Team-Teach techniques.

Moves and handles pupils with physical disabilities, following approved procedures and using mechanical hoists and other aids when indicated as necessary by risk assessment.

### Working Conditions:

Works in classrooms for most part of school day. These can be warm and pupils can be noisy.

May be involved in supervision on playground all weather conditions.

### Work Context:

At risk of verbal abuse and physical harm from a minority of pupils and members of the public who behave aggressively.

At risk of infection when dealing with unwell children.

### Position in Organisation:

Indicate how many staff the post is directly accountable for **NONE**

Are posts in more than one location? **Yes**

Is this the same site? **No**

### **Note:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the

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general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description                      02 April 2025  
Date copy sent to Post holder              .....

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| POST NUMBER _____                             | JOB TITLE _____                     | HOURS PER WEEK _____                              |   |
|---|-------------------------------------|---|---|
|   | ESSENTIAL                           | DESIRABLE   | HOW MEASURED                                |
| <b>EXPERIENCE</b>                             | Experience of working with children | Experience of working in schools                  | Application form<br>References<br>Interview |
| <b>EDUCATION, TRAINING AND QUALIFICATIONS</b> | Literacy & Numeracy                 | C & G in Learning support<br>Qualification in ICT | Certificates                                |

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|                             |   |  |   |
|-----------------------------|---|--|---|
| <b>SKILLS AND KNOWLEDGE</b> | Literacy skills<br>Numeracy skills<br>Good Timekeeping<br>Organisation skills   | =<br>Understanding of child development<br>Knowledge of Education policies<br>Knowledge of Health & Safety | Application form<br>References<br>Interview<br>Written task |
|                             | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>   | <b>HOW MEASURED</b>   |
| <b>PERSONAL QUALITIES</b>   | Ability to work with others<br>Ability to use own initiative<br>Willingness to learn new skills<br>Ability to be flexible   | Sense of humour  | Application form<br>Interview<br>Reference<br>CRB check     |
| <b>WORKING ARRANGEMENTS</b> | Able to work under the direction of others<br>Ability to work with colleagues to meet the learning needs of pupils.<br>To help teachers and Headteacher maintain the learning environment | Flexibility to take on other tasks as required   | Application form<br>Interview<br>Reference<br>CRB check     |

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The post is subject to:

- Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 **Yes**  **No**
- Political restriction **Yes**  **No**
- The ability to speak fluent English under the Immigration Act 2016 **Yes**  **No**

Employee:

(signed)

\_\_\_\_\_ (print)

Date:

\_\_\_\_\_

Manager:

(signed)

\_\_\_\_\_ (print)

Date:

\_\_\_\_\_