



JOB DESCRIPTION

JOB TITLE: Teaching Assistant (Level 1)

ACADEMY: Working centrally across our Derby Hub, but initially deployed at Carlyle Infant and Nursery Academy

GRADE: Grade C (5-6) £19,312 - £19,698 per annum, pro rata

JOB PURPOSE:

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

KEY TASKS – Support for Pupils

1. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
2. Assist and support pupils, including those with special needs on, in respect of personal, local and national learning strategies across the curriculum, , including 1-1 support and group work as directed by the teacher .
3. Ensure all pupils are safe and have equal access to opportunities to learn and develop.
4. The role may include supporting pupil's personal programmes, relating to social, health, physical, hygiene, and welfare matters. The pupil may also need assistance to access different areas of the school. Following appropriate training and in line with school procedures, to administer basic first aid and/or medication as required.
5. Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the teacher.
6. Promote self-esteem and encourage pupils to act independently as appropriate.
7. Provide feedback on pupils' personal needs as appropriate.

KEY TASKS – Support for Teachers

8. Support the teacher/senior teaching assistant in managing pupil behaviour, reporting difficulties as appropriate. Support pupils to understand instructions.
9. Gather, report information from/to parents/carers as directed.

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10. Be aware of pupil problems/progress/achievements and report to the teacher/senior teaching assistant as agreed.
11. Undertake basic pupil record keeping as requested.
12. Prepare classroom as directed for lessons and clear-up afterwards.
13. Assist with the display of pupils' work.
14. Prepare and maintain equipment/resources as directed by the teacher/senior teaching assistant and assist pupils in their use.
15. Provide routine clerical support for teachers/senior teaching assistants, e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock.

KEY TASKS – Support for the School

16. To support others within the classroom and the School, contributing to the achievement of School objectives by working as part of a team.
17. Assist with activities outside the classroom, working as part of a team to oversee pupils and support Activity Leaders, e.g. Breakfast Club or accompanying to swimming lessons.
18. Accompany teaching staff and pupils on visits, trips and out-of-school activities as required.

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.



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BELIEVE • ACHIEVE • SUCCEED

CONTACTS:

Colleagues working within the School, Pupils, Parents/relatives/carers, Peripatetic services, Educational Psychologists and other education or health care professionals, Governors

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT:

RESPONSIBLE TO: Senior / Middle Leader

RESPONSIBLE FOR: Not Applicable

SPECIAL CONDITIONS:

Enhanced DBS Disclosure is required

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

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**PERSON SPECIFICATION****Job Title:** Teaching Assistant – Level 1

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	<p>To complete Department for Education Teaching Assistant Induction Programme</p> <p>Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework</p> <p>Willingness to achieve a Paediatric First Aid certificate</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Experience	<p>Working with, volunteering or caring for children of a relevant age to those in the school</p>		<p>AF / I</p>
Skills & Abilities	<p>ICT skills to operate a computer and other technology such as photocopiers etc.</p> <p>Interpersonal skills to relate well to children and adults</p> <p>Communication skills to exchange information to a range of audiences including pupils, teachers, other school colleagues and parents/carers</p> <p>Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>



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Knowledge	Basic understanding of the National Curriculum and the types of lessons taught at the Key Stage relating to this role		AF / I
	Understanding of equal opportunities and an awareness of potential barriers children may have about learning		AF / I
		Knowledge of a Community language, e.g. British Sign Language, Urdu or Polish	AF / I
Work Circumstances	To work flexibly as the workload demands		I
	Occasional out of hours working to support school functions		I

Abbreviations: AF = Application Form; I = Interview.

NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview

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