

Grading Job Description and Employee Specification

<u>Job title:</u> Teaching Assistant Level 1	<u>Service area:</u> Education, Learning and Achievement
<u>Post number:</u> S2907611	<u>Division:</u> Schools
<u>Grade:</u> Grade 2 (SCP 2)	<u>Section/team:</u> Crosby Primary School
<u>Overall purpose of job:</u> 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.	
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 general character of the post and are commensurate with its level of responsibility.	
<p><u>Main Responsibilities:</u></p> <p>Assists pupils with personal self-care.</p> <p>Assists with general administration and supports classroom management, including making learning materials.</p> <p>Assists in the supervision of pupils at play/leisure breaks and at times of transition between lessons and activities.</p> <p>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.</p> <p>Shares with the teacher, and other colleagues, issues of concern and positive feedback about the pupil's welfare and achievements.</p> <p>Under close direction of the teacher or other senior members of staff participates in delivery of learning activities.</p>	

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Knowledge, Skill and Experience Required:

- Communication skills
- Knowledge of child development and children's personal development needs
- Knowledge of the implications of common disabilities in children for school and for families of pupils
- Knowledge of strategies which promote good behaviour and discipline

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

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

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 LA-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

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POST NUMBER S2907611 JOB TITLE Teaching Assistant Level 2 HOURS PER WEEK 27.5 hours per week term time only

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	Experience of working with children	Experience of working in schools	Application form References Interview
EDUCATION, TRAINING AND QUALIFICATIONS	Good standard of spoken English Good standard of written English Good numeracy skills	GCSE English and Maths Grade C or above (or equivalent)	Certificates Interview
SKILLS AND KNOWLEDGE	Good Timekeeping Organisation skills Good interpersonal skills	Understanding of child development Knowledge of Education policies Knowledge of Health & Safety	Application form References Interview Written task

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	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES	Ability to work with others Ability to use own initiative Willingness to learn new skills Ability to be flexible	Sense of humour	Application form Interview Reference CRB check
WORKING ARRANGEMENTS	Able to work under the direction of others Ability to work with colleagues to meet the learning needs of pupils. To help teachers and Headteacher maintain the learning environment	Flexibility to take on other tasks as required	Application form Interview Reference CRB check

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: _____