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**JOB DESCRIPTION**

**1. Name:**

**2. Job Title: Teaching Assistant – Level 1**

**3. Salary Grade: Band D scale points 4-5**

**4. Line Manager: Assistant Headteacher - SEN**

**5. Ref: JEID C0007**

**6. Broad Description of Post:**

To support students, teachers, the curriculum and the school in line with the Warwickshire County Council Education Department Guidance for Teaching Assistants.

**7. Responsibility for others:**

The post has impact on the well-being of individuals or groups i.e. physical, mental, social health and safety.

**8. Responsibility for Staff:**

The post has no responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

**9. Responsibility for Physical Resources:**

The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information and student data.

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| **10. Key Responsibilities*** To support students as directed by the teacher and to be conscious of their general behaviour and welfare.
* To support the teacher and help maintain a learning environment.
* To support the curriculum as directed by the teacher.
* To support the school by being aware of policies, procedures and routines and undertake such training as required.
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| **11. Key Tasks:*** To provide support to the students as directed by the class teacher.
* To report to the teacher any uncharacteristic behaviour patterns in students.
* Support students to access the curriculum.
* To encourage and support good student behaviour and interaction.
* Accompany pupils as directed and supervised by the responsible teacher, in and out of school.
* Assist with the supervision of pupils as they arrive and leave classes.
* Provide comfort to pupils as appropriate in case of minor accident or upset.
* Have an understanding of the SEN Code of Practice.
* Help maintain the learning environment such as displays and resources.
* Keep a simple record of work with pupils.
* Feedback to the teacher about student responses to learning activities.
* Assist in the management of pupil behaviour.
* Undertake routine admin tasks.
* Support students’ learning as directed in the context of fostering independence and self-esteem.
* Keep updated with your role by mutual support and taking advantage of induction and training.
* Maintain confidentiality according to school policies and routines.
* Be aware of equal opportunities, health and safety.
* Be aware of Child Protection Policy and Prevent strategies.
* Be available to work 195 days of the academic year, including inset days.
* Attend staff meetings where appropriate and relevant, held outside normal school hours but not beyond total working week.
* Understand the roles and responsibilities of others within the school.
* Undertake other duties that can reasonably be expected of and are relevant to the nature and level of the post.
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| **12. Qualifications/Training and Likely abilities*** Educated to at least GCSE/GCE O level /CSE grade 1/GCSE grades 4-9, in literacy and numeracy
* Able to communicate and exchange information, verbally and in writing, with a range of audiences.
* Good knowledge of the school, its organisation, activities and policies.
* IT literate.
* Can maintain confidentiality at all times – recognises privileged position with access to pupil, parent information. Understand the need to maintain professional relationships within the school.
* Good organisational skills
* Emergency Aider/Epi pen training/Safeguarding and Prevent training.
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**13. Child Protection and Safeguarding:**

Kenilworth Multi Academy Trust recognises the responsibility it has under Section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children.

As a member of staff, you have a professional duty to operate within this policy and practice to adhere to the school’s safeguarding arrangements.

**14. Context of post:**

This post should be seen in the context of the School Development Plan and the Aims and Values of the School

**15. Re-negotiation**

Elements of this Job Description may be re-negotiated at the request of either party and with the agreement of both.

Signed …………………………………………..……….…..…………………….. (Postholder)

Signed……………………………………………………..………………………..(Line Manager)

**Person Specification – Teaching Assistant Level 1**

Kenilworth Multi Academy Trust is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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|  | **Essential** | **Desirable** |
| **Qualifications** | Good standard of education - numeracy and literacy to GCSE A-C or 4-9. | Further qualification in Education. |
| **Experience** | Experience of working with young people.Experience of working in a confidential environment. | Some experience of working in an educational environment.Some experience of working with young people. |
| **Skills, knowledge and attributes** | Understanding of assisting professional teaching staff to achieve their objectives.Ability to instruct and explain tasks clearly and in a concise manner.Work with guidance, authority and supervision.Liaise and communicate effectively at all levels.Have good organisational skills and be IT literate.Attend courses and undertake professional development.Have a calm approach, with an empathetic nature.Enthusiastic and able to adapt to a variety of situations.  | An awareness of Health and Safety requirements in the workplace.Suggest alternative ways to assist pupils in understanding concepts.Monitor and record progress.Basic first aid training. |