



Level 1 Teaching Assistant – Fixed Term

Grade 2 SCP 4-6

32 hours per week, term time plus 5 days.

Purpose of Post

To work under the instruction of 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 direction of a teacher.

Reporting To

Assistant Headteacher

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, in respect of personal, local, and national learning strategies across the curriculum, as directed by the teacher. Ensure all pupils are safe and have equal access to opportunities to learn and develop.
3. 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.
4. Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the teacher.
5. Promote self-esteem and encourage pupils to act independently as appropriate.
6. Provide feedback on pupils' personal needs as appropriate.

Support for Teachers

7. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. Support pupils to understand instructions.
8. Gather, report information from/to parents/carers as directed.
9. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
10. Undertake basic pupil record keeping as requested.
11. Prepare classroom as directed for lessons and clear-up afterwards.
12. Assist with the display of pupils' work.
13. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
14. Provide routine administrative support for teachers, for example photocopying, filing, collecting money, checking deliveries, and placing goods in stock and maintaining records of stock.



Support for School

15. To support others within the classroom and the school, contributing to the achievement of School objectives by working as part of a team.
16. Accompany teaching staff and pupils on visits, trips and out-of-school activities as required.

Standard Duties

1. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
2. To uphold and promote the values and Christian ethos of the school.
3. Implement and uphold all policies, procedures, and codes of practice of the school.
4. Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
6. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
7. Undertake any other additional duties commensurate with the grade of the post.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



Level 1 Teaching Assistant		Essential (E) / Desirable (D)	How identified
Education & Qualifications			
1.	Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework	E	A
2.	Willingness to achieve a Paediatric First Aid certificate	E	A
Experience			
3.	Working with, volunteering or caring for children of a relevant age to those in the school	E	A / I
Skills and Abilities			
4.	Good ICT skills to operate a computer and other technology such as photocopiers etc.	E	A / I
5.	Interpersonal skills to relate well to children and adults	E	A / I / T
6.	Communication skills to exchange information to a range of audiences including pupils, teachers, other school colleagues and parents/carers	E	A / I
7.	Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these	E	A / I
Knowledge			
8.	Basic understanding of the National Curriculum and the types of lessons taught at the Key Stage relating to this role	E	A / I
9.	Understanding of equal opportunities and an awareness of potential barriers children may have about learning	E	A / I / T
Work Circumstances			
10.	Display a commitment to the protection and safeguarding of young people and children	E	A / I / T
11.	Support the Christian ethos of the school	E	A / I / T
12.	To work flexibly as the workload demands	E	A / I
13.	Occasional out of hours working to support school functions	E	A / I
14.	Willingness to undertake training as required as part of continuous professional development	E	A / I
<i>A – Application, I – Interview, T – Task</i>			