

## **Job Description**

### **Reading Teaching Assistant, Level 1, Grade 2**

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**TA level 1 Grade 2 – Term Time only – 16 hours a week.  
Monday to Friday 9.30am start**

#### **Main Purpose of the Job:**

To support access to learning and provide general support for the school in the management of pupils and resources, as directed by senior staff.

The post holder will report to the Teacher. Apart from other colleagues in the school, the main contacts of the job are: Head of School, teaching staff, other support staff and pupils.

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#### **Main Duties**

##### **Support for pupils**

1. To work with individuals and small groups of children under the supervision of the teacher
2. Give regular feedback on children's progress to the class teacher and file records
3. Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters
4. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
5. Promote the inclusion and acceptance of all pupils
6. Encourage pupils to act independently as appropriate

##### **Support for Teachers**

7. Provide curricular clerical/admin support, eg. Photocopying, making lists
8. Undertake pupil record keeping as requested (e.g. provide a written statement on pupil progress to the teacher).
9. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate

10. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.

### **Support for the Curriculum**

11. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

### **Support for the School**

12. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
13. Maintain high standards of health and safety at all times.
14. Maintain good relationships with colleagues and work together as a team.
15. Assist in the supervision of classroom and outdoor activities.
16. Contribute to the overall ethos/work/aims of the school.
17. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
18. Attend relevant meetings.
19. Participate in training, including relevant learning strategies and other learning activities and performance management where required.
20. To work with strict adherence to data protection legislation (GDPR) in managing documents and data and be vigilant around cyber security in any IT tasks being undertaken
21. Perform other duties and tasks as assigned by the Head of School/Executive Headteacher

All elements of Specified Teaching Work undertaken by the postholder will be within the framework of the school's Scheme of Supervision in line with the 2003 Regulations and (amended Regulations 2007). In addition to HLTAs, the Regulations cover other groups of support staff who undertake 'specified work' at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out 'specified work'. Where more demanding aspects of 'specified work' are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the headteacher should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.

A teaching assistant level 1 may be called upon occasionally to provide cover supervision for a whole class for a session/lesson e.g. in an urgent situation. However they will not be required to set or allocate work to the pupils, as this will be determined by the class teacher.

The Teaching Assistant must carry out his or her duties with full regard and commitment to the Governing Body and City Council Policies.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.



## Person Specification

### Teaching Assistant, Level 1 Grade 2 – Reading Assistant

#### **Note to applicants:**

*Listed below are the minimum requirements, which are considered necessary for the post. In your application please address each of these areas, giving details of your experience, together with examples of how you have undertaken tasks that clearly illustrate you have the relevant experience, abilities, skills, knowledge and commitment for the post.*

#### **1. Training, Qualifications and Experience**

- 1.1 Experience of primary age children aged 4-7. An understanding of the role of the Teaching Assistant and other professionals working in the classroom.
- 1.2 Ability to work as part of a team.
- 1.3 Excellent skills in speaking, reading, writing and mathematics.
- 1.4 Excellent communication skills both with children and adults.
- 1.5 A strong drive to work in an urban school and an understanding of the complexities of this.

#### **2. Personal Style and Behaviour**

- 2.1 Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- 2.2 Self-motivation and personal drive to complete tasks to the required time scales and quality standards.
- 2.3 The flexibility to adapt to changing workload demands and new school challenges.
- 2.4 Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.
- 2.5 Be willing to consent to, and apply for, an enhanced disclosure to a CRB (Criminal Records Bureau) check.