



## Job Description

### Teaching Assistant Level 1 Special / Additional Needs

The post holder will report to the Teacher/Senior Teaching Assistant. Apart from other colleagues in the school, the main contacts of the job are the Headteacher, teaching staff, other support staff and students.

#### Main purpose of the post

To provide one to one support for a child in the nursery.

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

#### Main duties and responsibilities

##### Support for students

To work with groups of students under the supervision of the teacher including the implementation of ILPs.

Give regular feedback on student's progress to the class teacher and file records.

Attend to student's personal needs, including pastoral, social health, physical hygiene, minor first aid and welfare matters.

Establish good relationships with students, taking on role model by presenting a positive personal image and responding appropriately to individual needs.

Promote the inclusion and acceptance of all students.

Encourage students to act independently as appropriate.

To assist with the dispensing of medication in exceptional circumstances, with appropriate training and under the supervision of medical staff where necessary.

To carry out escort duties as appropriate whenever required.



## **Support for Teachers**

To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to school guidelines. This will include cleaning equipment used by students and ensuring its accessibility.

To work closely under the guidance of the teacher as required, with therapists, medical staff, and other personnel working with pupils, so that their advice and practice are integrated in to ILPs.

Provide curricular clerical/admin support, e.g. photocopying, making lists, collection of monies.

Under the direction of the teacher prepare classroom for lessons, including display work and clear afterwards as appropriate.

Undertake student record keeping as requested (e.g. provide a written statement on student progress to the teacher).

Support the teacher in managing student behaviour, reporting difficulties as appropriate.

Gather and report information between parents and carers as directed.

## **Support for the Curriculum**

To provide support in all areas of the curriculum and on social occasions for students who have been identified as having medical conditions, which disable their full independent access to mainstream school life.

Provide curriculum/resource support and undertake programmes including those linked to local and national learning strategies.

Support the use of ICT in learning activities and develop students' competence and independence in its use.

Assist in the whole planning cycle, including the development of lesson/work plans and managing and preparing resources.

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

## **Support for the School**

Be aware of any comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.

Maintain high standards of health and safety at all times.

Maintain good relationships with colleagues and work together as a team.

Assist in the supervision of classroom and outdoor activities.

Assist with the supervision of discreet groups of students for short periods when the teacher is not present.

Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.

Attend relevant meetings.

Participate in training, including relevant learning strategies and other learning activities and performance management where required.

To safeguard and promote the welfare of students.

## **General**

To maintain good relationships with colleagues and work together as a team

To undertake all duties with full regard to the Health and Safety at Work Act

To attend training and administer basic first aid as and when required

To contribute to the overall ethos, work and aims of the school and Trust

To participate in training and other learning activities and performance development as required

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

To be aware of and support difference and to ensure equal opportunities for all

To maintain confidentiality relating to the staff and students of the school at all times.

To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post.

All duties and responsibilities must be carried out with due regard to the Wythenshawe Catholic Academy Trust's existing policies, such as child protection, health and safety, equality and data protection

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 HLTA's, 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 to occasionally 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.

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**Where the post holder 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 unachievable, job redesign will be fully considered**



# The Wythenshawe Catholic Academy Trust

Journeying together with Jesus Christ, we learn to love and love to learn.

## Person Specification

### Teaching Assistant Level 1 Special / Additional Needs

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
<b>QUALIFICATIONS</b>		
Excellent Numeracy/literacy skills.	E	A/I/R/SP
<b>EXPERIENCE</b>		
Experience of working with children/young people with social, emotional and behavioural difficulties, and those with communication, severe, profound or complex learning difficulties where appropriate	D	A/I/R
<b>KNOWLEDGE / SKILLS / ABILITIES</b>		
The ability to work as part of a team	E	A/I/R
Ability to relate well to children and adults	E	A/I/R
An understanding of the role of the Teaching Assistant and other professionals working in the classroom	E	A/I/R
Ability to use relevant technology e.g PC, photocopier	E	A/I/R
Understanding of national/foundation stage curriculum and other basic learning programmes/strategies	D	A/I/R
Willingness to undertake first aid training as appropriate	E	A/I/R
Basic understanding of child development and learning	E	A/I/R
<b>PERSONAL STYLES / BEHAVIOUR</b>		
To act with the utmost integrity at all times	E	A/I/R
The flexibility to adapt to changing workload demands and new school challenges	E	A/I/R
To deal with any emergencies that may crop up in a calm manner and remain calm and in control in difficult circumstances	E	A/I
To relate well to children and adults and communicate effectively with all stakeholders in tactful, friendly and professional manner	E	A/I/R
To be motivated to complete tasks to the required timescales and quality standards	E	A/I/R/SP
To maintain confidentiality relating to the staff and students at all times	E	I/R
To contribute to the Catholic ethos of the school	E	I
To be committed to equal opportunities	E	I
To uphold all aspects of safeguarding	E	I
To be willing to consent to apply for an enhanced disclosure and barring service check	E	I



**\*Application/Interview/References/Selection Process**

The WCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**

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