

<b>POST TITLE:</b>	<b>Teaching Assistant Level 1</b>
<b>RESPONSIBLE TO:</b>	<b>SENCO and Headteacher</b>
<b>GRADE:</b>	<b>NJC Band 4 SCP 6</b>
<b>WEEKS:</b>	<b>39 working weeks, 47 paid weeks including holiday (Term time + 5 days)</b>
<b>PURPOSE OF POST:</b>	Under the direction of the teaching staff, to support the personal needs of pupils and enable them to access learning. To deliver educational activities to individuals and small groups of pupils.

#### **Main duties/responsibilities**

1. To support the personal needs of pupils and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
2. To assist in the delivery of educational activities and programmes of learning with individual and small groups of pupils whilst promoting independent learning
3. To assist in the preparation and adaption of teaching materials, resources and equipment, as directed by the Teacher and assist pupils in their use
4. To participate, with teaching staff, in the planning and evaluation of learning programmes for individual pupils
5. To establish a supportive relationship with pupils and parents, acting as a role model and being aware of and responding appropriately to individual need
6. To encourage acceptance and inclusion of all pupils within the school and to ensure all pupils have equal access to opportunities to learn and develop.
7. To support pupils in increasing their self-confidence and independence through encouragement and the effective use of praise
8. To assist with instruction of pupils in the use of specialist equipment, including ICT, and, where appropriate, the correct and safe use of tools and equipment
9. To assist the Teacher to maintain a positive learning environment including setting out and clearing away equipment and resources and preparing and putting up displays
10. To accompany other staff and pupils on visits, trips and out of school activities as required ensuring that pupils are appropriately supervised at all times

11. To engage actively in the Appraisal process, with the aim of improving individual performance and standards across the school
12. To actively contribute to the wider life of the school and support appropriate extra-curricular activities
13. To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility
14. To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns with regard to health and safety
15. To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these
16. To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the pupils
17. To maintain the allocated areas in the school to ensure that they are well organised and conducive to a stimulating and exciting learning experience
18. To supervise the use and care of the School fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations

### **Support the school by**

1. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
2. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
3. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
4. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.

This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.

Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: May 2025

## PERSON SPECIFICATION TEACHING ASSISTANT LEVEL 1

### Key

- AF** Application form including personal statement
- S** Selection Process including interview
- R** Employment References
- C** Certificates
- D** Enhanced Disclosure and Barring Services Criminal Check

	Criteria	Essential/ Desirable	Stage Identified
	<b>Qualifications &amp; Education</b>		
1.	NVQ Level 2 for Teaching Assistants or equivalent childcare related qualification	E	A, C
2.	GCSE Grade 4+ (A* – C) in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent	E	A, C
3.	Qualifications/awards from sporting / musical / academic bodies	D	A, C
	<b>Experience &amp; Knowledge</b>		
4.	Experience of working with children of relevant age in a teaching or childcare environment	E	A, S, R
5.	Understanding of classroom roles and responsibilities of Teaching Assistant	E	A, S
6.	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	E	A, S, R
7.	Ability to work in a team and independently	E	A, S, R
8.	Ability to communicate with a wide range of audiences including parents, teachers, pupils and other professionals	E	A, S, R
9.	Experienced / Trained First Aider	D	A, C
10.	Experience of basic administrative tasks	D	A, S, R
	<b>Personal Attributes</b>		
12.	Ability to promote fairness and act as a positive role model to pupils	E	S, R
13.	Commitment to own professional development and willingness to undertake training	E	A, R

	<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
14.	Ability to reflect on and develop own practice	E	S, R
15.	Persistence and resilience	E	S, R
16.	Commitment to setting high expectations for pupils and for themselves	E	S, R
17.	Commitment to safeguarding pupils and suitability to work with young people	E	S, R, D
18.	Proven record of quality relationships with colleagues and children	E	S, R
19.	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	S, R
20.	High level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines	E	A, S, R
	<b>Special Requirements</b>		
21.	Ability to form and maintain appropriate relationships and personal boundaries with children	E	D
22.	Suitability to work with children/young people	E	D
23	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: May 2026