

JOB OUTLINE	
JOB TITLE:	Teaching Assistant 1
GRADE:	Grade 3 SCP 2-4
CAR USER:	N/A
LOCATION:	Whitworth Community High School
RESPONSIBLE TO:	SENCo
STAFF RESPONSIBLE FOR:	N/A
JOB PURPOSE:	The main objectives to be achieved by the Post holder
Under direction, to support teachers, in the preparation of resources, basic record keeping and supporting the teacher with classroom organisation. You will support students with a wide range of additional needs.	
MAIN ACTIVITIES	What the Post holder will actually do What prescribed duties the post holder will have
Support for Pupils	
<ul style="list-style-type: none"> - Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks. - To undertake activities to assist in monitoring the personal social and emotional needs of pupils. - To develop positive relationships with pupils to assist pupil progress and attainment. - To assist in the devising of pupil's individual targets and their monitoring and review. - Support pupils as part of a planned inclusion programme 	
Support for the Teacher	
<ul style="list-style-type: none"> - To assist in the monitoring/recording of pupil progress and developmental needs. - To assist in the production of learning resources. - To undertake routine classroom administrative tasks including the maintenance of records - To assist in pupil supervision and assist in the management of pupil behaviour. - To assist in pupil supervision and assist in the management of pupil behaviour. To provide information to the class teacher to assist in the planning of work 	
<ul style="list-style-type: none"> - To liaise with the school's nominated person in respect of pupil absence. 	
<ul style="list-style-type: none"> - To assist with the arrangements for out of school learning activities including the administration of work experience. 	
<ul style="list-style-type: none"> - To provide clerical and administrative support including the collection and recording of money. 	
<ul style="list-style-type: none"> - Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work 	
Support for the School	
<ul style="list-style-type: none"> - To assist in providing an atmosphere in which effective learning can take place. - To attend staff training/meetings where appropriate. - To support the promotion of positive relationships with parents/carers and outside agencies. 	

- To work within school policies and procedures.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- To assist with the supervision of pupils out of lesson times, including before and after school.

Support for the Curriculum

- Ensure the availability of appropriate learning aids, materials and equipment.
- To support the use of ICT in learning activities

Note:	In addition, to the above duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant Post. Other duties at the same responsibility level may be interchanged with/added to this list at any time.
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Agreed by: Headteacher 2024

SAFEGUARDING COMMITMENT: This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

EQUAL OPPORTUNITIES: The School is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

HEALTH AND SAFETY: All employees have a responsibility for their own Health and Safety and that of others while undertaking their duties. Employees have a general duty to assist the School in implementing its general statement on the Health and Safety policy.

Agreed By:

Employee.....Date.....

Headteacher.....Date.....

Employee Specification Form

Title of Post : Teaching Assistant - Level 1

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications Relevant Child Care qualification (or equivalent)	D	
Experience Experience of working with or caring for children of relevant age Experience of working in a classroom environment Experience of admin work	D D D	
Experience of supporting pupils with challenging behaviour	D	
Knowledge/skills/abilities Ability to relate well to children Ability to work as part of a team Ability to organise classroom resources Good communication skills (oral and written) Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Basic knowledge of First Aid Ability to use relevant technology (e.g. video, photocopier) Flexible attitude to work Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E E E E D E D D E E E	
Other Commitment to safeguarding & protecting the welfare of children and young people Commitment to undertake in –service development	E E	
Special Requirements		