

Sheffield South East Trust

JOB DESCRIPTION

SHEFFIELD SOUTH EAST TRUST	This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	Wybourn Community Primary & Nursery School
POST TITLE	Teaching Assistant – Level 1
SALARY RANGE	Grade 2 SCP 3-4
RESPONSIBLE TO	Headteacher
RESPONSIBLE FOR	N/A
HOLIDAY AND SICKNESS RELIEF	N/A
PURPOSE OF JOB	To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
RELEVANT QUALIFICATIONS AND EXPERIENCE	Good literacy/numeracy skills Completion of dfe teacher assistant induction programme or similar (desirable) Participation in development and training opportunities

JOB DESCRIPTION FOR POST OF:- TEACHING ASSISTANT LEVEL 1

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of the Trust's Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Main Duties and Responsibilities

SUPPORT FOR PUPILS

1. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
2. Supervise and support pupils ensuring their safety and access to learning
3. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
4. Promote the inclusion and acceptance of all pupils
5. Encourage pupils to interact with others and engage in activities led by the teacher
6. Encourage pupils to act independently as appropriate

SUPPORT FOR THE TEACHER

1. Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
2. Be aware of pupil problems/progress/achievements and report to the teacher as agreed
3. Undertake pupil record keeping as requested
4. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
5. Gather/report information from/to parents/carers as directed
6. Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

SUPPORT FOR THE CURRICULUM

1. Support pupils to understand instructions
2. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
3. Support pupils in using basic ICT as directed
4. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

SUPPORT FOR THE SCHOOL

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals
5. Attend relevant meetings as required
6. Participate in training and other learning activities and performance development as required

7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required
9. Any other related duties as they may arise.

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with the Trust's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: April 2016

Person Specification for post of: Teaching Assistant

Minimum Essential	Method of Assessment
Skills/Knowledge	
Understanding of relevant policies/codes of practice and awareness of relevant legislation including the National Curriculum	Application Form, Interview
Knowledge & understanding of child development	Application Form, Interview
The ability to engage and motivate children	Interview
Ability to relate well to children and adults; good communication skills	Interview
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Application Form, Interview
Can manage the behaviour of pupils in a reasonable manner	Interview
Has a caring positive attitude towards pupils' welfare	Application Form, Interview
Has an awareness of pupils with special educational needs	Application Form, Interview
Can maintain trust and confidentiality	Interview
Understand the importance and have experience of building links with families and services to promote the well-being and education of children	Application Form, Interview
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application Form
Provide feedback on pupils' learning and progress	Application Form, Interview
Has the energy, passion, initiative and commitment to make a difference to the lives of children and their families	Application Form, Interview

Experience, qualifications, and training (if any)	
Dfe teacher assistant induction programme for Teaching Assistants or equivalent qualification or experience	Application Form
First aid training as appropriate	Application Form
Experience working with or caring for children aged 5-11(ideally KS2)	Application Form, Interview
Good numeracy/literacy skills	Application Form, Interview
Work related circumstances	
Can maintain personal presentation that sets high standards for the pupils	Application Form, Interview
Can work within the spirit of the Trust's Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	Application Form, Interview