

Job Description



Job title: Teaching Assistant

Salary: OAT Scale Grade 1 (£20,258.00-£20,441.00 Pro Rata)

Start Date: ASAP

Contract Type: Term Time (39.0 weeks per year)

Hours per week: 37.0 hours

Contract Term: Permanent

Job purpose

Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff.

Duties and Responsibilities

- a) Provide classroom support in the teacher's absence for short periods of time.
- b) Support pupils to understand instructions.
- c) Support independent learning and inclusion of all pupils.
- d) Support the teacher in behaviour management and keeping pupils on task.
- e) Supporting pupils learning through play.
- f) Prepare and clear up the learning environment including displays and the presentation of pupil's work.
- g) May handle small amounts of cash e.g. for school visits.
- h) Photocopying, filing and preparing resources for lessons as directed by the teacher.
- i) May invigilate exams and tests.
- j) May assist escorting pupils on educational visits.
- k) May assist with break time supervision including facilitating games and activities.
- l) May assist pupils with dressing, hygiene and eating whilst encouraging independence.
- m) Supporting pupil's emotional and social well-being, reporting any problems to the teacher.
- n) Contribute to maintaining a safe environment.
- o) Responsible for the careful and safe use of equipment.
- p) May demonstrate own duties to new or less experienced staff.
- q) Communicates with pupils to support learning and development and encourage acceptable behaviour.
- r) Exchanges information with staff and parents/carers.
- s) Record basic pupil data and providing feed back to the teacher.
- t) Identify straight forward solutions to simple problems and minimal personal initiative required.

Person specification



Qualifications

- a) NVQ level 2 in related area or equivalent or equivalent experience.
- b) Maths and English C or equivalent Level 2

Knowledge, skills and experience

- a) IT and keyboard skills.
- b) Curriculum knowledge and experience to support and lead learning activities.
- c) Knowledge and compliance with policies and procedures relevant to health and safety and child protection.

Personal attributes

The successful candidate;

- a) May be required to stand for long periods and or work in awkward positions e.g. low chairs.
- b) Some exposure to unpleasant conditions e.g. noise, outdoor working.