

Level 1 Teaching Assistant Job Description



**Farsley Farfield
Primary School**

We Can We Will

School: Farsley Farfield Primary School

Pay Range: B1

Responsible to: Immediate line manager, usually the class teacher

Role:

To work under the instruction/guidance 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. A level 1 TA could provide general class support or be notionally assigned in a 1:1 role with a child with SEND.

Main Duties:

1. To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
2. To supervise and support pupils ensuring their safety and access to learning
3. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. To promote the inclusion and acceptance of all pupils
5. To encourage pupils to interact with others and engage in activities led by the teacher
6. To encourage pupils to act independently as appropriate
7. To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
8. To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
9. To undertake pupil record keeping as requested
10. To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
11. To gather/report information from/to parents/carers as directed
12. To provide clerical/admin. support - photocopying, typing, filing, collecting money etc.
13. To support pupils to understand instructions
14. To deliver learning activities planned by teachers and/or identified in individual education plans.

15. To support pupils in using basic IT as directed
16. To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
17. To 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.
18. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
19. To contribute to the overall ethos/work/aims of the school
20. To appreciate and support the role of other professionals
21. To attend relevant meetings as required
22. To proactively participate in training and other learning activities and performance development as required.
23. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
24. To accompany teaching staff and pupils on visits, trips and out of school activities as required.
25. To ensure promotion and support of Equal Opportunities and Health & Safety
26. To undertake any other duties that are commensurate with the post

Relationships

The postholder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is based at Farsley Farfield Primary School

Farsley Farfield has access by stairs and lift.

Economic conditions

Grade:	Level 1 (B1)
Annual Leave:	Term time only working
Hours:	32.5 hours per week
Conditions of service:	NJC conditions apply

Prospects

We would expect to be able to offer progression to Level 2 (B3) after point 6 on the pay scale where performance can be shown to meet the expectations of the Level 2 role, and the applicant can evidence professional development and impact.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the service. The school expects Tas to pro-actively access training and other professional development opportunities.

Any Special Conditions of Service:

There is a requirement to submit to a DBS background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Level 2 Teaching Assistant Job Description



Farsley Farfield
Primary School
We Can We Will

School: Farsley Farfield Primary

Pay Range: B3

Responsible to: Class Teacher, in the first instance

Role:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

A level 2 TA is expected to be able to take larger groups and provide very short-term cover for a class teacher if required (with pay uplift).

Main Duties:

1. To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. To assist with the development and implementation of Individual Education/Behaviour Plans and personal care programmes including, where required, and with requisite training, medical support
3. To establish constructive relationships with pupils and interact with them according to individual needs
4. To promote the inclusion and acceptance of all pupils
5. To encourage pupils to interact with others and engage in activities led by the teacher
6. To set challenging and demanding expectations and promote self-esteem and independence
7. To provide feedback to pupils in relation to progress and achievement under guidance of the teacher
8. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
9. To use strategies, in liaison with the teacher, to support pupils to achieve learning goals
10. To assist with the planning of learning activities
11. To monitor pupils' responses to learning activities and accurately record achievement/progress as directed

12. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
13. To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
14. To establish constructive relationships with parents/carers
15. To administer routine tests and invigilate exams and undertake routine marking of pupils' work
16. To provide clerical/administrative support - photocopying, typing, filing, money
17. To undertake the lead role in structured and agreed learning activities/teaching programmes/interventions, adjusting activities according to pupil responses. Interventions could be with individuals or groups of pupils, and the TA will keep records to feed back and evaluate
18. To support the use of IT in learning activities and develop pupils' competence and independence in its use
19. To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
20. To 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
21. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
22. To contribute to the overall ethos/work/aims of the school
23. To appreciate and support the role of other professionals
24. To attend and participate in relevant meetings as required
25. To proactively participate in training and other learning activities and performance development as required
26. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
27. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Relationships

The postholder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is based at Farsley Farfield Primary School

Farsley Farfield has access by stairs and lift.

Economic conditions

Grade:	Level 2 (B3)
Annual Leave:	Term time only working
Hours:	32.5 hours per week
Conditions of service:	NJC conditions apply

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the service. The school expects Tas to pro-actively access training and other professional development opportunities.

Any Special Conditions of Service:

There is a requirement to submit to a DBS background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Employee Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Good numeracy/literacy skills	*		A & I
Able to use a range of office equipment (e.g. printers, photocopiers)	*		A & I
Ability to relate well to children and adults	*		A & I
KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Working with or caring for children of relevant age	*		A & I
Appropriate knowledge of first aid		*	A
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		*	A & I
Participate in development and training opportunities	*		A & I
Completion of DfES Teacher Assistant Induction Programme		*	A & C
EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		
Experience in the use of the Microsoft package	*		
BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form T = Test I = Interview C = Certificate
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