



Federation of Oxford Road Community School & Wilson Primary School Teaching Assistant RG2 Level 1 Job Description

Post title:	Teaching Assistant Level 1
School:	Federation of Oxford Road Community School & Wilson Primary School
Pay range:	RG2 SCP 3-5
Line Manager:	Class teacher

Main purpose of the 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 or a specific pupil with learning difficulties and provide general support to the teacher in the management of pupils and the classroom.

Duties and responsibilities

Support for pupils

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

Support for the teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc. Working with staff, families and relevant professionals

Support for the curriculum

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

Support for the school

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required



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- Participate in training and other learning activities and performance development as required
- Assist with playground duties
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To carry out any appropriate activity instructed by the head teacher

Gateway pt 4-5

- Performance management objectives consistently being successfully completed
- Take responsibility for specific areas of playground/specific activities
- Use a range of strategies to maximise the effect of the teacher during whole class teaching.
- Able to work flexibly responding to changing workloads
- Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes
- To begin to deliver learning, care or support predetermined programmes.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of Federation organisation and may change either as your contract changes or as the organisation of the Federation is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate

Signature of Post holder _____ Date / /

Signature of Headteacher _____ Date / /



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Person Specification: Teaching Assistant RG2 Level 1	
Criteria	Qualities
Qualifications/ Education/ Training	Good Numeracy/literacy skills Completion of DfES Teacher Assistant Induction Programme
Experience	Working with or caring for children of relevant age Working with children with special educational needs e.g. ASD
Knowledge, Skills & Abilities	Appropriate knowledge of first aid Use basic technology – computer, video, photocopier Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Participate in development and training opportunities