

JOB DESCRIPTION - Teaching Assistant Level 1

Service Area: Cold Ash St. Mark's CE Primary School

Job Title: Level 1 Teaching Assistant

Grade/Salary Range: Grade B

JOB PURPOSE

- To provide practical support to the teacher/other teaching assistants/HLTA and pupils
- To consistently promote positive values, attitudes and behaviour
- To support pupils in their learning and development in small groups or with individual pupils as directed treating them with respect and consideration
- To help raise standards of achievement for all pupils

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reporting responsibility initially to the class teacher.

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified teacher, Higher Level Teaching Assistant or Head Teacher:

Working within schools policies and procedures to:

- Promote equal opportunities for all pupils
- To contribute to discussions, with the teacher and HLTA, on the development of work programmes, work activities and support programmes for pupils
- Contribute to the preparation of teaching resources and materials
- Provide feedback to pupils and the teacher
- Attend and participate in relevant meetings as required
- Prepare classroom as directed for lessons and clear afterwards
- Assist in the display of pupils work
- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher/teaching assistant team
- To assist with the supervision of, and encourage good behaviour amongst, pupils
- Manage safely the teaching space and resources within the school
- To work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside the main teaching area
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (inc. SEND pupils)

- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
- To maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits
- To provide welfare support for pupils
- The postholder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy

Additional Duties

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher/HLTA. This may include:

- Record keeping and filing
- Produce classroom displays
- Any other duties as directed by the teacher/HLTA that are commensurate with the level of the role. For Teaching Assistants working in primary schools this might include assisting children with personal cleanliness, dressing and undressing as appropriate.

SCOPE OF JOB (Budgetary/Resource control, Impact)

This role holds no budgetary or personnel responsibilities.

PERSON SPECIFICATION

Job Title: Teaching Assistant	Service Area: Cold Ash St Mark's CE Primary School
Reports to (job title): Class teacher	

KEY CRITERIA

E/D ?

CONTEXT (How the criteria will be used in the job)

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

<u>Qualifications and Experience</u>		
Basic literacy and numeracy skills	E	These are required to ensure that the TA is able to communicate effectively with the pupils.
Willingness to participate in a general TA induction programme and other training	E	A TA induction is crucial to the role to ensure that the applicant and the school get the most out of the appointment.
Qualified First Aider	D	A qualified First Aider certificate is useful within the school environment.
<u>Knowledge</u>		
Awareness of child protection and bullying issues	E	It is essential that all staff are aware of child protection and bullying issues to ensure the safety of all pupils.
Awareness of and willing to promote the schools social inclusion policies and practices	E	To be able to ensure that all pupils are included as part of the school.
Ability to use basic technology i.e. photo-copier, computer, video and digital camera	E	To be able to create displays and assist with projects.
The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy	E	

KEY CRITERIA	E/D ?	CONTEXT (How the criteria will be used in the job)
<u>Skills and Abilities</u> Ability to use Email and Outlook and to use a web browser to access information Basic ability to use Microsoft Office software Able to communicate effectively with children, parents and other staff Able to motivate and encourage pupils	E D E E	 To be able to feedback to parents and teachers about the progress of children and to be able to work inclusively with everyone. To ensure that the children that you work with in school gain as much as they can from each task.
<u>Work-related Personal Qualities</u> Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs Professionally discreet and able to respect confidentiality Flexible approach to tasks Willing to work as part of a team	E E E E	 It is extremely important that the postholder enjoys working with children so that they are able to deal with all situations in a caring and sympathetic manner. At times there may be confidential discussions about children or families that you are involved in to better understand your role. Flexibility around the school may be required at any time. Working with other members of staff at all levels is a key requirement of the role to ensure that the school runs smoothly.
<u>Other Work-related Requirements</u> Patient and resilient Good sense of humour	E	