



JOB DESCRIPTION

Teaching Assistant, Level 1

Grade 3

Support for students

1. To work with small groups of students under the supervision of the teacher including the implementation of Personal Learning Intentions (PLIs).
2. Give regular feedback on students' progress to the class teacher and file records
3. Attend to students' personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters.
4. Establish good relationships with students, being a role model by presenting a positive personal image and responding appropriately to individual needs
5. Promote the inclusion and acceptance of all students.
6. To assist with the dispensing of medication in exceptional circumstances with appropriate training and under the supervision of medical staff where necessary.
7. To carry out escort duties as appropriate whenever required.
8. To assist students in the hydrotherapy pool (where applicable), lift, dress, and provide support to the students with the activities in the pool.
9. To support students on integration placement in mainstream schools or colleges and on work experience placements.

Support for teachers

10. To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to school guidelines. This will include cleaning equipment used by students and ensuring its accessibility.
11. To work closely under the guidance of the teacher as required, with therapists, medical staff, and other personnel working with students, so that their advice and practice are integrated into PLI's.
12. Provide curricular clerical/admin support, eg. photocopying, making lists, collection of monies.
13. Prepare the classroom for lessons, including display work under the direction of the teacher.
14. Undertake pupil record keeping as requested (e.g. provide a written statement on pupil progress to the teacher)
15. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.



16. Gather and report information between parents and carers as directed

Support for the Curriculum

17. To provide support in all areas of the curriculum and on social occasions for students who have been identified as having medical conditions which impacts on their independent access to school life.
18. Provide Curriculum / resource support and undertake programmes linked to local and national learning strategies.
19. Support the use of ICT in learning activities and develop students' competence and independence in its use.
20. Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.

Support for the School

21. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
22. Maintain high standards of health and safety at all times.
23. Maintain good relationships with colleagues and work together as a team.
24. Assist in the supervision of classroom and outdoor activities.
25. Assist with the supervision of discreet groups of students for short periods when the teacher is not present.
26. Contribute to the overall ethos/work/aims of the school and Trust.
27. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
28. Attend relevant meetings.
29. Participate in training, including relevant learning strategies and other learning activities and performance management where required.



PERSON SPECIFICATION

Category	Essential	Desirable	Method of assessment
Qualifications, Education, training	Numeracy/literacy skills (at a level equivalent to NQF Level 2)	•	Application form/ Interview
Relevant Experience		<i>Experience of working with children/young people with behavioural difficulties and those with communication, severe, profound or complex learning difficulties where appropriate.</i>	Application form/ Interview
Knowledge, skills, and abilities	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Ability to work as part of a team • An understanding of the role of the Teaching Assistant and other professionals working in the classroom • Ability to use relevant technology • 	<ul style="list-style-type: none"> • Basic understanding of child development and learning • Willingness to undertake first aid training as appropriate 	Application form/ Interview
Personal Qualities/Other	<ul style="list-style-type: none"> • Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work. • Self motivation and personal drive to complete tasks to the required timescales and quality standards. • The flexibility to adapt to changing workload demands and new school challenges. 		Application form/ Interview



Category	Essential	Desirable	Method of assessment
	<ul style="list-style-type: none"> Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the students. Personal commitment to continuous self-development. Personal Commitment to continuous school improvement. 		
Safeguarding	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people		Application form/Interview
Our Values	Community: Evidence of working together for a common purpose and encouraging diversity		Application form/ Interview
	Integrity: Evidence of doing the right things for the right reason		Application form/ Interview
	Passion: Evidence of taking personal responsibility, working hard and having high aspirations		Application form/ Interview