

## Job Description

<b>POST TITLE:</b>	Teaching Assistant (Level 1)
<b>HOURS OF WORK:</b>	8.30am - 3.10pm
<b>RESPONSIBLE TO:</b>	SENDCo
<b>PURPOSE OF THE JOB:</b>	To support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school

### MAIN RESPONSIBILITIES:

#### 1. Support for children

- Under the direction of the teacher / SENDCO, carry out pre-determined tasks to support pupil learning.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Provide learning support as required for children with special needs, or where English is not their first language.
- Help with the care and support for pupils, including attending to their emotional and/ or physical care needs.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Contribute to the development, updating and review of the records of students with SEND as directed by the SENDCO.

#### 2. Support for the curriculum

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
- Support the use of ICT in the curriculum.

#### 3. Support for the teacher

- Complete records and contribute to reports on pupil progress and development as directed by the SENDCO.
- Provide information to help the class teacher plan appropriate work programmes.
- Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson.

#### 4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings, relevant training and student reviews.
- Provide support for school events, e.g. school plays, events.

## GENERAL NOTES:

- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

*Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).*

## Person Specification

**POST TITLE:** Teaching Assistant Level 1

Criteria	Essential	Desirable
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Good educational background with basic skills in Literacy &amp; Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>➤ GCSE (or equivalent) in English Language &amp; Maths</li> <li>➤ Educated to degree level</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working as a Teaching Assistant in a secondary school or similar role</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>➤ Ability to gain the respect of staff and students</li> <li>➤ Excellent communication skills, oral and written</li> <li>➤ Ability to use own initiative</li> <li>➤ Good organisational skills</li> <li>➤ Ability to remain calm in challenging environments</li> <li>➤ Good listening skills</li> <li>➤ Sensitivity and empathy</li> <li>➤ Strong interpersonal skills</li> <li>➤ Excellent ICT skills</li> <li>➤ Ability to adapt to change</li> <li>➤ Ability to learn quickly</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ability to work under pressure</li> <li>➤ Willingness to learn new skills</li> <li>➤ Creativity when faced with challenges and obstacles</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>➤ Appreciation of absolute confidentiality of information received in school</li> <li>➤ Awareness of some of the barriers to learning faced by students</li> <li>➤ Belief in having high expectations of all children</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>➤ Willingness to undertake training as required</li> <li>➤ Willingness to take a full and active role in school life</li> </ul>	
<b>Safeguarding Competencies</b>	<ul style="list-style-type: none"> <li>➤ Commitment to promoting and safeguarding the welfare of all staff and students</li> <li>➤ Demonstrates empathy for the concerns of others</li> <li>➤ Shows respect for other's feelings, views and circumstances</li> <li>➤ Seeks and uses professional support appropriately</li> <li>➤ Can demonstrate flexibility of approach</li> <li>➤ Shows a personal commitment towards safeguarding children</li> </ul>	