

Job Description

Post Title:	Teaching Assistant – Level 1
Job Ref No:	1381
Responsible to:	Headteacher
Responsible for:	n/a

Purpose of Job

To support teachers and pupils in the delivery of quality teaching and a modern curriculum. The aim is to:

- raise and maintain standards of education and social development for children promote the involvement of pupils in the social and academic processes of the school
- enable pupils to become more independent learners
- help to raise standards of achievement for all pupils
- Understand and implement all Safeguarding policies and procedure in relation to working with children and young people.

Job Context

The job holder will generally be employed during term times only.

Job holders regularly move around during their normal working pattern, walking standing and sitting with pupils.

Job holders may set out PE equipment and will have help in moving heavy equipment.

Job holders may carry out playground duties in variable weather conditions; however, there is usually indoor play during bad weather.

Very occasionally job holders are required to clean up toilet accidents and help clean up children who have been ill.

Accountabilities

Support for Pupils

- Attend to the personal needs of pupils and implement related personal learning programmes to ensure that the school's health, safety and behaviour policies are maintained (*for example hygiene, first aid and welfare*)
- Supervise and support pupils ensuring their safety and access to learning
- Support pupils in the learning environment in order to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Assist pupils, individually and in small groups, in the understanding and completion of pre-defined learning activities to meet the requirements of pupils and the curriculum (*for example literacy, numeracy, basic ICT*)
- May assist with the supervision of pupils out of lesson times to enhance service delivery (*for example before and after school*)
- Act as a role model for children and encourage children to play and interact with one another

Support for the Teacher

- Prepare and maintain, the predefined learning resources and work environment for specific learning activities to meet the needs of pupils and the curriculum
- Monitor resource levels to ensure the timely availability of resources to meet the requirements of the curriculum
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources
- Provide routine clerical and other support to meet service delivery requirements (*for example photocopying, typing, filing, collecting money, school trips*)
- Observe, be aware of and report on pupil problems, progress and achievements to the teacher to contribute to the gathering of information for the completion of pupil profiles and records of attainment to maximise pupil development
- Gather and report information to and from parents / carers as appropriate to meet service delivery requirements
- Support the teacher in the management of pupil behaviour

Support for the School

- Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection (GDPR).
- Participate in meetings and team development activities to support the achievement of individual and team performance and development objectives
- Build and maintain positive working relationships with pupils, parents and colleagues to maximise pupils' development and maintain the overall ethos of the school
- Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Additional Requirements

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

PDET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ Good level of literacy and numeracy skills 	<ul style="list-style-type: none"> ◆ Basic knowledge of first aid ◆ Completion of DfES Teacher Assistant Induction Programme or equivalent experience. ◆ Training in the literacy/numeracy strategy;
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ◆ Demonstrable experience of working with or caring for children of relevant age ◆ Basic ICT Skills 	<ul style="list-style-type: none"> ◆ Effective use of ICT to support learning; ◆ General understanding of National Curriculum and other basic learning programmes;
Equal Opportunities	<ul style="list-style-type: none"> ◆ An understanding of and commitment to equality of opportunity. 	
Personal Qualities	<ul style="list-style-type: none"> ◆ Willingness to participate in training and personal development ◆ Flexible ◆ Excellent communication skills 	
Physical	<ul style="list-style-type: none"> ◆ Must be able to meet the physical demands of the role. 	