

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: Teaching Assistant - Level 1

Directorate: The Viridis Federation of Orchard, Southwold and Hoxton Garden Primary Schools

Reporting to: Headteacher

Grade: Scale 3

Job description

Purpose of the post:

- To work under the direct instruction of a teaching/senior staff, usually in the classroom with the teacher to support access to learning for pupils and provide general support to the teacher in the management of pupils and classroom.

Main duties and responsibilities:

Support for Pupils:

- Attend to pupils' personal needs, and implement related personal programmes including, social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils 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, clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from and to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

Support for the Curriculum:

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3 and 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, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences 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.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
 - Attend governing body meetings on a regular basis.
 - Enhanced DBS Check.
 - Strong commitment to furthering equalities in both service delivery and employment practice.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Teaching Assistant (General) Level 1
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Person Specification

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	Essential	Desirable
Qualifications		
1.	✓	
Experience		
2. Working with or caring for children of a relevant age.	✓	
Knowledge		
3. Completion of the department of children, schools and families teaching assistant induction programme.	✓	
4. Basic understanding of child development.	✓	
5. Appropriate knowledge of first aid.	✓	
Skills		
6. Good numeracy/literacy skills.	✓	
7. Use basic technology including, computer, video and photocopier.	✓	
8. Ability to relate to children and adults.	✓	
9. Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	✓	
10. Display commitment to the protection and safeguarding of children and young people.	✓	
11. Participate in development and training opportunities.	✓	