

# Job Description and Person Specification

<b>Job Title: Teaching Assistant – Level 1</b>	<b>Grade: 3</b>
<b>Department: Education &amp; Inclusion Services</b>	<b>Accountable to: Headteacher</b>
<b>Contractual Terms: As determined by the school</b>	<b>DBS Requirement: Enhanced</b>

## **Overall Purpose of the Job**

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

## **Job Description**

### **Support for Pupils**

- Establish constructive relationships with pupils 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
- With relevant training provided, attend to the personal needs of pupils and implement related personal programmes, including social, health, physical, hygiene, emergency aid, medical support and welfare needs.
- To assist with pupils toileting needs as and when required. There is an expectation that the school work in partnership with parents/guardians and health care professionals to implement a toilet training programme when required.

### **Support for the Teacher**

- Prepare the classroom under the direct instruction of the Teacher/Senior Support staff for lessons; and clear up afterwards
- Assist the Teacher/Senior Support Staff with the display of pupils work
- Be aware of pupil issues/progress/achievements and report to the Teacher/Senior Support Staff as agreed.
- Undertake pupil record keeping when directed or as requested
- Assist the Teacher/Senior Support Staff in managing pupil behaviour and reporting difficulties where they arise
- When gathering or in receipt of information from parents/guardians about pupils report this to the Teacher/Senior Support staff
- Provide routine administrative classroom support for the teacher/support staff i.e. photocopying, typing, filing
- Establish constructive relationships with parents/guardians/carers

### **Support for the Curriculum**

- Support the use of ICT in learning activities and develop pupils competence and independence in this area
- Support pupils to undertake structured and agreed learning activities as directed by Teacher/Senior Support staff
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, Foundation Phase as directed by the Teacher/Senior Support staff
- Prepare and replenish equipment/resources for pupils i.e. pens, pencils, rulers and assist pupils in their use
- Facilitate a safe and challenging learning environment wherever activities take place

### **Support for the School**

- Be aware of and comply with policies and procedures including child protection, health and safety, security, confidentiality, data protection etc
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Respect and support the role of other professionals within the school
- Attend relevant meetings when required during contractual working hours. **Appropriate payment or TOIL provided if carrying out any duties outside of contracted hours.**
- A firm commitment to continuous professional development and attendance at mandatory training
- Assist with the supervision of pupils during contractual hours when they are out of lessons i.e. break time, lunchtime, end of school day as required
- Accompany staff and pupils on visits, school trips as required within contracted hours. **Appropriate payment or TOIL provided if carrying out any duties outside of contracted hours.**

### **General Responsibilities**

- To be responsible for your own continuing self-development and to participate in training and other learning activities and performance development as required within contracted hours
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users
- To carry out health and safety responsibilities in accordance with the School's Health & Safety Responsibilities document.

**PROTECTING CHILDREN AND VULNERABLE ADULTS IS A CORE RESPONSIBILITY OF ALL STAFF. STAFF ARE EXPECTED TO ALERT THEIR MANAGER TO ANY CONCERNS THEY MAY HAVE REGARDING THE ABUSE OR INAPPROPRIATE TREATMENT OF A CHILD OR YOUNG PERSON, OR VULNERABLE ADULT**

To undertake such other duties and responsibilities commensurate with the grade as may be reasonably required by the Headteacher or as a mutually agreed development opportunity.

The contents of this document will be subject to an annual review in consultation with the post holder. Job descriptions may be amended to reflect and record such changes and be Job Evaluated

## Person Specification

The Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Qualifications** section describes the required standards needed to undertake this particular role.

The **Experience** section describes what is required in terms of what is needed to undertake this job.

The **Knowledge/Skills/Personal Competencies** section describes the kinds of technical, non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have.

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

### Shortlisting and appointment through Application - A, Interview - I and References - R

Attributes	Essential	Desirable
<b>Qualifications</b>  <b>A</b>	<ul style="list-style-type: none"> <li>• Level 1 Teaching Assistant qualification or equivalent qualification or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• First aid qualification or a commitment to undertake the qualification</li> </ul>
<b>Experience</b>  <b>A</b>	<ul style="list-style-type: none"> <li>• Experience of working with or caring for children of relevant age range of post</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>
<b>Knowledge/Skills/Personal Competencies</b>  <b>I and R</b>	<ul style="list-style-type: none"> <li>• Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></li> <li>• Can use ICT to effectively support learning</li> <li>• Good organisational skills</li> <li>• Ability to solve problems on a day to day basis</li> <li>• Ability to work with minimal supervision and to act on own initiative</li> <li>• Ability to cope with conflicting demands, deadlines and interruptions</li> <li>• Empathy with adults, children and young people</li> <li>• Firm commitment to continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Welsh Language Level 2 - Level 5. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></li> <li>• Experience of using equipment technology i.e. Phtocopier, DVD player, interactive whiteboard</li> <li>• General understanding of national/foundation stage curriculum</li> </ul>

<b><u>Requirements of the post:</u></b>		

The employment checks required of this post are:

- Satisfactory pre-employment checks
- EWC Registration