

Teaching Assistant – Level 1

Grade 4

26 $\frac{3}{4}$ hours week

Spinal points 11 – 13

£7.6369 - £8.0055 per hour

8.45am – 3.30pm Monday

8.45am – 3.00pm Tuesday – Friday

General Information

Work under the instruction of the teaching staff and nominated Teaching Assistants to support access to learning for students and to assist the teacher in the management of students and the classroom. This will include the preparation and routine maintenance of resources/equipment. Work with students will be carried out in the classroom.

Principal duties and responsibilities

Support for students

- Attend to students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support students, ensuring their safety and access to learning
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others, and engage in activities
- Encourage students to act independently as appropriate

Support for the teacher

- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil' work
- Ensure the timely and accurate preparation of routine equipment /materials as set out in instructions
- Be aware of pupil problems/progress/achievement, and report to the teacher as agreed
- Undertake pupil record keeping as directed
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Routine clerical tasks e.g. typing, filing, collecting money etc.

Support for the Curriculum

- Support students in understanding instructions
- Support students in respect of local and national learning strategies, e.g. literacy, numeracy, KS3, KS4 etc as directed
- Support students in using basic ICT as directed
- Prepare and maintain equipment/resources as directed, and assist pupils with their use
- Monitor and arrange the orderly and secure storage of stock and supplies

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure that students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Facilitate and support the role of other professionals
- Attend and participate in 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 as required, including before and after school and at lunchtimes.
- Accompany students and teaching staff, as appropriate on visits, trips and out of school activities

Person Specification

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	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Good standard level of education (especially in Maths and English) ➤ 5 GCSE's or equivalent, including English and Maths ➤ City and Guilds 7321 in Support for Learning or equivalent ➤ First Aid Qualification 	✓	<ul style="list-style-type: none"> ✓ ✓ ✓
Work or relevant experience	<ul style="list-style-type: none"> ➤ Experience with working with children or vulnerable adults ➤ Experience with working in an Educational setting of other relevant environment ➤ Some knowledge of classroom administration support 		<ul style="list-style-type: none"> ✓ ✓ ✓
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ An awareness of school based education including child development 		✓
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Good communication skills and ability to relate well to children, staff and parents ➤ Evidence of working well as part of a team ➤ Interest in ICT and the 	✓	<ul style="list-style-type: none"> ✓ ✓

	willingness to update skills and undertake further training		
Personal Qualities	<ul style="list-style-type: none"> ➤ Ability to bring to the role, initiative, enthusiasm and commitment ➤ Flexibility and reliability ➤ Willingness to develop skills with further training 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
Special Conditions	<ul style="list-style-type: none"> ➤ Willingness to undertake a Criminal Records Bureau check 	✓	