BURY METROPOLITAN BOROUGH COUNCIL

# JOB DESCRIPTION

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| Post Title: TEACHING ASSISTANT (LEVEL ONE) PERSONAL CARE |
| Department: CHILDREN’S SERVICES | Establishment/Post No: |
| Division/Section: LEARNING & CULTURE | Post Grade: **Grade 4** |
| Location: ELMS BANK SPECIALIST ARTS COLLEGE  | Post Hours: **VARIOUS** |
| Special Conditions of Service: |
| Purpose and Objectives of Post:**To work under the direct instruction of teaching/senior staff, usually in the classroom or elsewhere as deemed appropriate to job role, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the school environment.** |
| Accountable to**: Headteacher**  |
| Immediately Responsible to: **Class Teacher** |
| Immediately Responsible for: |
| Relationships: (Internal and External)**Governors****Headteacher****Teachers****Support Staff** **Pupils** |
| Control of Resources: |

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| **Duties/Responsibilities:****SUPPORT FOR THE PUPIL*** Attend to the 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 working relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Promote 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.
* Follow behaviour management and positive handling programme.

**SUPPORT FOR THE TEACHER*** Provide clerical/administration support (eg photocopying, typing filing, collecting money etc)
* Assist with the display of children's work
* Prepare classroom as directed for lessons and clear afterwards
* 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 basic information from/to parents/carers as directed.

**SUPPORT FOR THE CURRICULUM*** Support pupils to understand instructions.
* Support pupils in respect of local and national learning strategies eg. literacy, numeracy, early years as directed by the teacher
* Prepare and maintain equipment and resources as directed and assist pupils in their use.

**SUPPORT FOR THE SCHOOL*** Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
* Be aware of and support difference 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 as required
* Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.
* Attend Awards’ Evening and Parents’ Evenings as directed with appropriate adjustments in hours.
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| **Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)** |

**PERSON SPECIFICATION**

**TEACHING ASSISTANT LEVEL 1 PERSONAL CARE**

**STAGE ONE** Disabled Candidates are guaranteed an interview if they meet the essential criteria

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| MINIMUM ESSENTIAL REQUIREMENTS | METHOD OF ASSESSMENT |
| Skills and Knowledge |
| Ability to ensure that pupils’ care needs are met with dignity and respect. | Application Form / Interview |
| Ability to work effectively within a team environment, understanding roles and responsibilities. | Application Form / Interview |
| Ability to build effective working relationships with all pupils and colleagues. | Application Form / Interview |
| Ability to promote a positive ethos and role model positive attributes when working across school to attend to pupils’ care needs. | Application Form / Interview |
| Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate | Application Form / Interview |
| Ability to adapt own approach in accordance with pupil needs | Application Form / Interview |
| Ability to use basic technology –Photocopier, computer  | Application Form |
| **Developing Self and Others** – Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others | Application Form / Interview |
| Experience/Qualifications/Training etc |
| Willingness to participate in relevant training to undertake the role to a high standard. | Application Form / Interview |
| Training in literacy/numeracy strategy and / or willingness to undertake training. | Application Form |
| Willingness to complete Team Teach Behaviour Management and Physical Intervention course, and other courses/training as required | Application Form |
| Work Related Circumstances – Professional Values & Practices |
| High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements | Application Form / Interview |
| Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners | Application Form / Interview |
| Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work | Application Form / Interview |
| Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice | Application Form / Interview |
| Establish constructive relationships with parents and carers | Application Form / Interview |
| Able to improve their own practice through observations, evaluations and discussion with colleagues | Application Form / Interview |
| DESIRABLE REQUIREMENTS | METHOD OF ASSESSMENT |
| Experience of working with children in an educational/care setting and attending to their personal care needs | Application Form |

**To apply:**

Please complete an application form, together with supporting information giving details of relevant skills, knowledge and experience (see Section 7 of the application form) of how you meet the person specification, stating clearly the post(s) you are applying for. Colleagues will be shortlisted on their ability to meet the person specification. Please provide the name and contact details of two referees who are familiar with your work in school. For internal applicants this should not be the Headteacher.

Closing date for applications is **Wednesday 9th January 2019 at 9.00am**.