Job Profile
Teaching Assistant
Level 1

Job purpose:	To work under the direct instruction of teaching/senior staff to support access to learning for pupils. To provide general support to the teacher in the management of pupils in the classroom and/or for the safety, welfare and good conduct of pupils during the mid day break particularly SEN pupils. To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.		
Reporting to:	Headteacher/School Business Manager/Teachers/other senior school staff		
Responsible for - Staff	None		
Liaising with:	Pupils, teachers, senior staff, visitors to the school		
Grade of post:	G2	**Gauge ref:**	A23287
Disclosure level:	Enhanced		

Job Outline

- To work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff.
- To support pupils in their social and environmental well being and reporting any problems to the teacher as appropriate. To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom
- To establish good relationships with pupils, acting as a role model.
- To respond appropriately to the individual needs of pupils including if required to attend to pupils personal needs which may include aiding with toileting and dressing.
- To encourage pupils to interact with each other and engage with the teacher.
- To prepare the classroom as directed in readiness for lessons and clear at the end of the lesson/day.
- To assist with the display of pupils work.
- To record basic pupil data if required to do so
- To assist with escorting pupils on educational out of school visits.
- To support the teacher in managing pupil behaviour.
- To provide any clerical/admin support for the teacher including photocopying, reprographics, collection of money.
- To supervise pupils during mid day break in the dining hall, toilets, classrooms and school premises
- To assist individual pupils with eating if required
- To clean spillages and ensure that tables are clean during meal times.
- To assist with first aid, sickness and other welfare issues
- To be aware of the schools behaviour policy ensuring it is implemented during lunch break, to ensure good conduct and discipline is maintained and provide activities for “wet play” (primary sector only)

Other Specific Duties
To carry out the duties in the most effective, efficient and economic manner available. To continue personal development in the relevant area. To participate in the staff review and development appraisal process. **Health and Safety Training** To undertake Health and Safety Training on areas within the designated work area.

Schools Job Profile Acceptance Form
Teaching Assistant
Level 1
G2 – A23287

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date .....

Signed Headteacher: _____ Date .....

Signed Jobholder: _____ Date .....

Print Name Jobholder: _____ NI No: .....

School Name: _____

DFES _____

Please sign and return to your manager.

Person Specification / Selection Criteria
Teaching Assistant
Level 1

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working and interacting with children of a relevant age and learning need		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2 or equivalent qualification for teaching assistant or willingness to work towards		D	A,I
Willingness to undertake basic first aid		D	A, I
Basic level of numeracy and literacy	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of basic Health and Safety		D	A, I
Some knowledge of children's games and activities		D	A, I
Understanding of child development and learning processes		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I

	Essential	Desirable	Source
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to deal with minor injuries		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I