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| **Arundale Primary School**  **Level 1 Teaching Assistant** |

**Name of Post holder**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title**: Level 1 Teaching Assistant 12 month Fixed Term Contract

**Salary Scale**: Grade B

**Working Time:** 27.5 hours a week, term time only

**Responsible to:** Head of School

**Purpose of Post:** To work under the direction of the class teacher, within the school environment to promote the learning and personal development of the pupil to whom you are assigned, to enable him/her to make the best use of the educational opportunities available to them.

**Principle Responsibilities**

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| **Support for Pupils with an emphasis on 1:1 support** |
| To aid the pupil to learn as effectively as possible in both group and 1-1 situations by:   * Clarifying and explaining instructions * Ensuring the pupil is able to use equipment and materials provided * Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils needs * Give positive praise, feedback and encouragement to reinforce and sustain the pupil’s efforts and develop self-reliance and self-esteem and enable them to stay on task * Liaising with the class teacher, SENCO and other professionals * 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 Teachers with an emphasis on 1:1 support** |
| * Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about the stage of their development * Provide regular feedback on the pupil’s learning and behaviour to the teacher/SENCO * To mark pupils work under the direction of the class teacher * Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work * Be aware of pupil problems/progress/achievements and report to the teacher as agreed * Support the teacher in managing pupil behaviour, reporting difficulties as appropriate |
| **Support for the Curriculum** |
| * Support pupils to understand instructions * Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, 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** |
| * To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities, Confidentiality and Data Protection, and have a sound knowledge of Keeping Children Safe in Education Part 1 reporting all concerns to an appropriate person * 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 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 |

**Dimensions:**

**Resource Responsibility:**

Responsible for the use of equipment and related stocks and supplies.

**Physical Effort:**

Some degree of physical effort required at frequent intervals, including standing, walking, lifting, carrying and working in awkward positions (including the restraint and assisting with the mobility of children).

**Working Environment:**

Required to work outside and may be exposed to abuse due to challenging behaviours.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teaching Assistant)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of School)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSON SPECIFICATION**

**TEACHING ASSISTANT LEVEL 1**

**Personal requirements of a successful postholder**

**Education/Qualifications/Membership of Professional Institutions**

Good numeracy/literacy skills E

Completion of DFE Teacher Assistant Induction Programme D

Willingness to undertake DfE TA induction or support staff E

induction programme

Participate in development and training opportunities E

**Experience**

Working with or caring for children of a relevant age E

Experience of working with pupils with SEND D

**Key Skills**

Use basic technology – e.g. computer, video, photocopier E

Use of basic ICT and other appropriate equipment E

Ability to communicate effectively with children, staff and parents and carers E

Work constructively as part of a team, understanding classroom E

roles and responsibilities and your own position within these

**Key Knowledge**

Basic knowledge of school policies including Child Protection/Safeguarding Policy E

Appropriate knowledge of first aid E

First aid qualification D

**Personal Qualities**

**For information**

**Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post**

**Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.**