**St Patrick’s RC High School and Arts College**

**Job Description**

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| **Post Title:** | Teaching Assistant – Level 1 |
| **Grade:** | Scale 1B – (Point 10 – 13) on the National Salary Scale |
| **Status:** | The post holder is accountable to the Headteacher / Assistant Headteacher / SENCO |
| **Purpose:** | To undertake the direct instruction of teaching/senior staff and usually in the classroom with a teacher to support access to learning for pupils and provide general support to the teacher in the management of statemented pupils.  **Safeguarding**  **The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children**  **The post holder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety, Community Strategy and Code of Conduct Policies** |
| **Professional Responsibilities:** | Support for the Teacher   * Assisting with the display of pupils work and the preparation of the classroom and equipment as directed for lessons and clear up afterwards * Organise and preparation of classroom resources in accordance with lesson plans and assist pupils in their use * Maintenance of pupil records as necessary and gather/report information from/to parents/careers as directed * Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate * Be aware of pupil problems/progress/achievements and report to the teacher as agreed   Support for the Pupils   * Provide support for pupils, including those with special educational/health needs, ensuring their safety and access to learning. Promote self-esteem and encourage pupils to act independently as appropriate * Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher * Promote the inclusion and acceptance of all pupils * Attend to pupils personal needs and implement related personal programmes, including social, health, physical and welfare matters * Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs * Assist the teacher and support pupils ensuring their safety and access to learning * Encourage pupils to interact and engage in activities led by the teacher   Support for the Curriculum   * Support pupils to understand instructions from the teacher * Support pupils in respect of local and national learning strategies e.g. literacy, numeracy. KS3 * Support pupils in using basic ICT as directed * Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use   General Tasks   * Provide clerical/administration support e.g. photocopying, typing, filing * 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 * Contribute to the overall ethos/work/aims of the school * Attend relevant meetings as required and participate in training and other learning activities and performance development as required * Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes where appropriate * Accompany teaching staff and pupils on trips and visits and other school activities as required |
| **Key qualification / knowledge / skills / experience required** | Experience   * Working with or caring for children of relevant age   Qualifications   * Good numeracy/literacy skills * GCSE Maths and English: Grade C or above * Degree of at least 2:2.   Knowledge/Skills   * Use basic technology – computer, video and photocopier * Ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities |
| **Hours of work** | 30 per week – Term Time only  *The post holder may be required to undertake work outside of the normal school hours on occasion with due notice* |
| **Additional Duties** | To support the distinctive Catholic mission and ethos of the school |

***Note:*** *The post holder must carry out their duties with full regard to the school’s policies and in particular, Equal Opportunities, Health and Safety and Code of Conduct policies.*

*The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.*

**Name of Post Holder:**

**Signed .................................................................. Date ......................................................**

(Post Holder)

**Signed: ................................................................ Date ......................................................**

(Headteacher)