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| Stockport Council    **Job Description** | |
| Job Title: Teaching Assistant (level A)    **Department:**  **Directorate :** Children & Young People | **Vacancy Number:**  Salary Grade: |
| **Post Reports to:** Headteacher  **Post Responsible for:** No responsibility for staff | |
| **Main Purpose of the Job:** To provide general assistance to teaching staff throughout the school | |
| **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**  **Major Duties and Responsibilities:**   1. To supervise & assist children under the direction of the teacher 2. To prepare materials & equipment for classroom activities 3. To undertake basis first aid duties and attend to sick children 4. To provide refreshments for staff & visitors   **Job Activities**   1. Assisting children in class with completing tasks and activities 2. Assisting teaching staff with art & craft, cookery, textiles, school productions, listening to children read, story telling activities 3. Ensuring that classroom activities are prepared eg setting up an activity, cleaning and putting away after activity, assisting with video, DVD recordings 4. Assisting with supervision during playtime and educational visits 5. Attending to sick children including changing soiled clothing and maintaining hygiene standards | |
| This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |



 Stockport Council

Person Specification

**Job Title**: Teaching Assistant level A

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| **Attributes** | **Competency** | **SCORE** | | | | **Essential or Desirable** | **Selection method**  **A=Application**  **I=Interview**  **T=Test** |
| **0** | **1** | **2** | **3** |
| **EXPERIENCE** | Experience of working with relevant age groups within a learning environment. |  |  |  |  |  |  |
| Experience of general clerical/ administrative work. |  |  |  |  |  |  |
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| **TECHNICAL SKILLS** | Ability to work well as part of a team. |  |  |  |  |  |  |
| An understanding of classroom roles and responsibilities. |  |  |  |  |  |  |
| Ability to relate well to children and adults. |  |  |  |  |  |  |
| Ability to provide necessary personal care to children. |  |  |  |  |  |  |
| Ability and willingness to participate in training. |  |  |  |  |  |  |
| To be responsible for promoting and safeguarding the welfare of children and young people within the school |  |  |  |  |  |  |
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| **QUALIFICATION** | Numeracy and Literacy Skills |  |  |  |  |  |  |
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| **Generic Competencies**  (Please see further guidelines below) | Communicating Effectively |  |  |  |  |  |  |
| Being Customer Focussed |  |  |  |  |  |  |
| Effective Team Working |  |  |  |  |  |  |
| Personal Organisation and Effectiveness |  |  |  |  |  |  |
| Personal Development |  |  |  |  |  |  |
| Making the Most of I.C.T. |  |  |  |  |  |  |
| Working safely |  |  |  |  |  |  |
| **ADDITIONAL FACTORS** | Understands and actively supports Stockport Councils diversity and equality policy. |  |  |  |  | E | A, I |
| To meet Stockport Council’s standard of attendance. |  |  |  |  | E | A, I |
| A willingness to be flexible in a changing environment |  |  |  |  | E | A, I |

**Competencies**

The main purpose of the above competencies is to define the standards of behaviour required by the organisation. All employees are expected to perform satisfactorily to the generic employee competencies which are reviewed as part of Council's Employee Performance and Development Review scheme for all employees.

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| Competency | Definition |
| Communicating Effectively | * Communicate effectively face to face, by telephone or written word with a diverse range of people * Make effective use of new technology in communications contribution |
| Being customer focussed | * Provides excellent customer service * Develops and maintains positive working relationships with customers * Contributes to the continual improvement of services |
| Effective Team Working | * Develops and maintains positive working relationships with other team members * Develops positive working relationships with other teams both within and outside the organisation (e.g “colleagues” in the voluntary sector or health service) * Contributes to the achievement of team goals |
| Personal Organisation and Effectiveness | * Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others |
| Personal Development | * Take responsibility for the development and learning of self and others |
| Making the most of Information and Communications Technology | * Can operate all technology necessary for the job role |
| Working Safely | * Follows the Council and Service specific Health and Safety Policies * Follows local health and safety procedures / practices |

An assessment is carried out by the employee and their manager. The results are discussed as part of the Personal Development Review meeting.

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