**Job Description & Person Specification**

**Teaching Assistant Level 1**

|  |  |
| --- | --- |
| Job Description | |
| Job Title: | Teaching Assistant Level 1 |
| Pay Grade / Scale / Range: | NJC SCP 3 - £18,562 per annum(Full time, full year salary)SEN (£1,324 full time) **See advertisement for actual salary and allowance** |
| Benefits & Perks: | Occupational pension scheme, occupational sickness scheme, TOIL / Flexi scheme, Health Scheme |
| Working hours: | 31 hours 45 minutes per week Term time only (190 days) |
| Location: | Based initially at Hawthorns Academy however all staff are employed by the New Bridge Multi Academy Trust (MAT) and may be asked to work at any site if required. |
| Special circumstances: | N/A |
| Staff responsible to: | Head Teacher |
| Staff responsible for: | None |
| Accountable to: | Chief Executive Officer |
| Probationary period: | 26 weeks |

|  |
| --- |
| **Purpose of the post**  To work under the instruction of a teacher/senior staff to undertake work/care/support programmes  to enable access to learning for pupils. To assist the teacher in the management of pupils and the classroom in general. Work may be carried out in the classroom or outside the main teaching area. |

|  |  |
| --- | --- |
|  | |
| **Support for the Young People**   1. Establish rapport and respectful, trusting relationships with the young people, acting as a role model and setting high expectations. 2. Promote inclusion and acceptance of all. 3. Assess the needs of young people and use detailed knowledge of personal care needs to support them in personal care duties. 4. Ensure safety, welfare and personal hygiene (basic first aid to be included where appropriate). 5. Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance. 6. Provide specific feedback in discussion with young people on their progress and achievement, in line with organisation’s policy*.*   **Support for the Teaching Staff**   1. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. 2. Support pupils to understand instructions. 3. Gather, report information from/to parents/carers as directed. 4. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, Key Stage 2, Early Years, as directed by the teacher. 5. Be aware of pupil problems/progress/achievements and report to the teacher as agreed. 6. Undertake pupil record keeping as requested. 7. Prepare classroom as directed for lessons and clear afterwards. 8. Assist with the display of pupils’ work. 9. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use. 10. Provide routine clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock. |  |
|  |  |
| Support for the Organisation  1. Comply with and assist with the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person. 2. Contribute to the overall work and ethos of the organisation. 3. Establish constructive relationships and communicate with other agencies and professionals, in liaison with staff, to support the achievement and progress of young people. 4. Contribute to the development of appropriate multi-agency approaches to supporting young people. 5. Attend and participate in meetings as required. 6. Improve own practice through training, observation, evaluation and discussion with colleagues. 7. Recognise own strengths and areas of expertise and use them to support others. 8. Contribute to the identification and execution of appropriate off-site activities which consolidate and extend the on-site activities. |  |
|  |  |

|  |  |
| --- | --- |
| Standard Duties | |
|  | 1. To work across the New Bridge MAT if required. 2. To understand the importance of inclusion, equality and diversity, both when working   with pupils and with colleagues, and to promote equal opportunities for all. |
|  | 1. To uphold and promote the values and the ethos of the MAT. |
|  | 1. To implement and uphold the policies, procedures and codes of practice of the MAT, including those relating to customer care, finance, data protection, ICT, health and safety,   anti-bullying and safeguarding/child protection. |
|  | 1. To take a pro-active approach to health and safety, working with others in the MAT   to minimise and mitigate potential hazards and risks, and actively contribute to the security  of the organisation, e.g. challenging a stranger on the premises. |
|  | 1. To participate and engage with workplace learning and development opportunities, subject   to the MAT’s training plan, working to continually improve own performance and that of  the team/school. |
|  | 1. To attend and participate in relevant meetings as appropriate. |
|  | 1. To undertake any other additional duties commensurate with the grade of the post. |

|  |
| --- |
| **Contacts:**  Pupils, colleagues within the MAT, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the school. |

|  |  |
| --- | --- |
|  | |
| **Responsible to:** | Head Teacher |
| **Responsible for:** | Not applicable |

|  |  |  |  |
| --- | --- | --- | --- |
|  | DATE | NAME | POST TITLE |
| PREPARED | 20/02/17 | SSH/SSM | HR Managers |
| REVIEWED | 27/06/18 | SSH | Director of HR |
| REVIEWED |  |  |  |

|  |
| --- |
| **Person Specification** |
| **PLEASE NOTE:** Governors/Directors will use the **emboldened criteria** below to shortlist.  Only those applicants who demonstrate that they meet those criteria to the satisfaction of the Selection Panel will be invited to interview.  **Any candidate with a disability who meets the essential criteria will be invited to interview.** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| **Education & Qualifications** | **Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework** | Team Teach training | AF / I  AF / I |
| **Experience** | **Working with, volunteering or caring for young people of a relevant age to those within the New Bridge Multi Academy Trust (4-19 years)** |  | AF / I |
| **Skills & Abilities** | ICT skills to operate a computer and other basic technology such as photocopiers etc.  Interpersonal skills to relate well to children and adults  **Communication skills to exchange information with a range of audiences including pupils, teachers, other school colleagues and parents/carers**  **Team working skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these** |  | AF / I  AF / I  AF / I  AF/I |
| **Knowledge** | **Basic understanding of the National Curriculum and the types of lessons taught at the different Key Stages**  Understanding of equal opportunities and an awareness of potential barriers young people may have to learning  Understanding of how safeguarding and confidentiality are important when working with children and young people |  | AF / I  AF / I  AF / I |
| **Work circumstances** | To work flexibly as the workload and needs of the young people demand  To travel and work at other sites within the New Bridge MAT as may be required  Occasional out of hours working to support school functions |  | I  I  I |

*Abbreviations:* AF = Application Form; I = Interview.