

# Job Profile

## Welfare/Teaching Assistant

### Level 1

<b>Job purpose:</b>	<p>To work under the direct instruction of teaching/senior staff to support and supervise children during lunchtime.</p> <p>To provide general support in the management of pupils including aspects of safety, welfare and good conduct.</p>		
<b>Reporting to:</b>	Headteacher/School Business Manager/Teachers/other senior school staff		
<b>Responsible for - Staff</b>	None		
<b>Liaising with:</b>	Pupils, teachers, senior staff, catering staff		
<b>Grade of post:</b>	G2	<b>Gauge ref:</b>	A23287
<b>Disclosure level:</b>	Enhanced		

#### Job Outline

- Supervise children during lunchtime, in the hall, cloakrooms and playground areas
- Encourage good behaviour and manage behaviour appropriately in line with the requirements of the school behaviour policy
  - Encourage good table manners and develop social skills appropriate to the age of the child
- Encourage and join in with playtime games and activities
- Report to the class teachers any accidents, incidents or misbehaviour at the end of each session
- Ensure a first aider is informed of any accidents, and that pupils who are injured or sick are attended to as appropriate
- Tidy up and wipe up spillages in the hall
- Participate in all training relevant to the position
- 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"
- Be supportive of the School's ethos at all times

#### 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.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
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

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
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

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I