Teaching Assistant
Level 1

Job purpose:	To work under the direct instruction of teaching/senior staff to support access to learning for pupils. To provide general support to the teacher in the management of pupils in the classroom and/or for the safety, welfare and good conduct of pupils during the mid day break particularly SEN pupils. To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.
Reporting to:	Headteacher/School Business Manager/Teachers/other senior school staff
Responsible for - Staff	None
Liaising with:	Pupils, teachers, senior staff, visitors to the school
Grade of post:	G2
Disclosure level:	Enhanced

Job Outline

- To support pupils in their social and environmental well being and reporting any problems to the teacher as appropriate. To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom
- To establish good relationships with pupils, acting as a role model.
- To respond appropriately to the individual needs of pupils including if required to attend to pupils personal needs which may include aiding with toileting and dressing.
- To encourage pupils to interact with each other and engage with the teacher.
- To supervise pupils during mid day break in the dining hall, toilets, classrooms and school premises
- To assist individual pupils with eating if required
- To clean spillages and ensure that tables are clean during meal times.
- To assist with first aid, sickness and other welfare issues
- 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”
- Attend to the pupils’ personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Encourage the pupils to use appropriate table manners
- Supervise and support pupils ensuring their safety
- 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 an adult
- Prepare classroom/playground as directed for play activities and clear afterwards
- Be aware of pupil problems or accidents and report to the teacher

- Undertake pupil record keeping as requested (first aid)
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Report information to the headteacher as required
- Support pupils to understand instructions
- Prepare and maintain equipment/resources as directed by the teachers/ Senior staff and assist pupils in their use
- Be aware of and comply with the policies and procedures relating to school staff, child protection, health, safety and security, confidentiality and data protection, 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 overall aims of the school
- Attend relevant meetings as may be reasonably directed
- Any other tasks as directed by the headteacher which are appropriate to the post

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.

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	E		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	E		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.

	Essential	Desirable	Source
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

	Essential	Desirable	Source
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

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I