



JOB DESCRIPTION AND PERSON SPECIFICATION

TEACHING ASSISTANT (GENERAL) – G1

Responsible to:
Site Head teacher

Grade:
Fixed Point Scale 1C Spinal 9

MAIN PURPOSE OF THE ROLE

Under the direction or instruction of the teacher or line manager to work with individual pupils or small groups to supervise physical and general care of pupils, including those with SEN. Support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Job description

Support For Pupils

1. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
2. Supervise and support pupils ensuring their safety and access to learning
3. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
4. Promote the inclusion and acceptance of all pupils
5. Encourage pupils to interact with others and engage in activities led by the teacher
6. Encourage pupils to act independently as appropriate
7. To be aware of and comply with policies and procedures relating to Child Protection and Safeguarding, Health and Safety, and report all concerns to the appropriate person.

Support For Teachers

1. Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
2. Be aware of pupil problems, progress and achievements and report to the teacher as agreed
3. Undertake pupil record keeping as requested
4. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
5. Gather and report information from and to parents or carers as directed
6. Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.



Support For Curriculum

1. Support pupils to understand instructions
2. Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher
3. Supporting pupils in using basic ICT as directed
4. Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use

Support For The School

1. 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
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos, work and aims of the school
4. Appreciate and support the role of other professionals
5. Attend relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime and break times
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required
9. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
10. To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
11. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

Person Specification

	Essential	Desired
Qualifications		
Very good numeracy and literacy skills (equivalent to GCSE C in Eng and Maths)	✓	
Willingness to participate in development and training opportunities – is this a qualification?	✓	
NVQ level 2/3 desirable		✓
Experience		
Working with or caring for children of relevant age	✓	
Knowledge and Understanding		
An understanding of the safeguarding responsibilities of the role	✓	
Ability to relate well to children and to adults	✓	
Strong communication skills	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Strong organisational skills and initiative	✓	
An understanding of the school's equal opportunities policy and how it is implemented	✓	
Ability to use basic technology – computer, photocopier etc.	✓	
Basic knowledge of first aid	✓	

The duties outlined within this job specification may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential: without which the candidate would be rejected

Desirable: useful for choosing between two good candidates