

Job Description

Job Title:	Teaching Assistant – Level 1 (Supporting and Delivering Learning)	School Name:	ST JAMES CE PRIMARY SCHOOL
Grade and Range:	Grade 3– scp 9 - 16	Hours:	35 hours per week are to be worked – 36 if an FTE position>
Reports to:	Headteacher / Deputy Head / Assistant Head	Working Pattern:	Term Time only
		Supervises:	None

Purpose and context:	To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
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Principle Accountabilities:

SUPPORT FOR PUPILS

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- 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 the teacher
- Encourage pupils to act independently as appropriate

SUPPORT FOR TEACHERS

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

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced CRB check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

Person Specification

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		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<ul style="list-style-type: none"> Completion of DFE Teacher Assistant Induction Programme Participate in development and training opportunities Appropriate knowledge of first aid Use basic technology – computer, video, photocopier 	E E E E	Indicate how skill will be assessed either application form, at interview or tested.
Experience:	<ul style="list-style-type: none"> Working with or caring for children of relevant age 	E	
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> Good numeracy/literacy skills Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	E E E	
Special conditions:	<ul style="list-style-type: none"> Motivated to work with children & young people. Ability to form & monitor appropriate relationship & personal boundaries with children & young people. Emotional resilience in working with challenging behaviours. Appropriate attitudes to use of authority & maintaining discipline. The postholder may be required to work outside of normal school hours on occasion, with due notice. To undergo an enhanced CRB check – individuals on the ISA barred list should not apply. 	E E E E E E	