

Jessop Stockwell Federation



JOB DESCRIPTION

Job Title: Teaching Assistant – General

Responsible To: Assistant Headteacher for Inclusion

Hours: 8:00am – 3.30pm or 9:00am – 4:30pm

Main Purpose

To work under the direct instruction of the Assistant Headteacher for Inclusion, 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.

Teaching Assistant – General (L1)

Main Responsibilities and Duties

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 class teacher.
- Encourage pupils to act independently as appropriate.

Support for the Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupils' needs/progress/achievements and report to the class teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the class teacher in managing pupils' behaviour, reporting difficulties or barriers as appropriate.
- Gather/report information from/to parents/carers as directed.

Support for the Curriculum

- Support pupils by clarifying and explaining instructions given in lessons.
- Support pupils in a range of curriculum areas e.g. English, Maths, as well as, presentation of work and behaviour.
- Support pupils in using basic Computing as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Jessop Stockwell Federation



Support for the School

- Comply with federation's policies and procedures relating to child protection, health and safety, confidentiality and data protection; reporting all concerns to the appropriate member of staff.
- Ensure that all pupils have equal access and opportunities to learn.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings both during and after the school day 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 school visits and out of school activities as required.

Equal Opportunities

- Comply with the federation's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality.
- Take responsibility, appropriate to the post, in tackling racism and promoting good race, ethnic and community relations.

Safeguarding

- Comply with the federation's Child Protection Policy and the safeguarding procedures to fully ensure the welfare of all children.

Health and Safety

- Work in compliance with the federation's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Data Protection

- Be fully aware of the responsibilities when working with computerised systems under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

To undertake such other duties that may be required to meet the needs of the federation.

Jessop Stockwell Federation



Teaching Assistant – General (L1)

Post: Teaching Assistant Personal Specification

Experience	<ul style="list-style-type: none"> Working with or caring for children of relevant age.
Qualifications	<ul style="list-style-type: none"> English and Maths qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this. Completion of the Department of Education Teaching Assistant Induction Programme. Participation in development and training opportunities.
Knowledge/Skills	<ul style="list-style-type: none"> Appropriate knowledge of first aid. Basic knowledge of technology – computer, video, and photocopier. 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.
Safeguarding	<ul style="list-style-type: none"> Full commitment to the safeguarding of children and an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children.