Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Teaching Assistant – General - Level A

SECTION: Schools

Please note; this is a National Generic Job Description. It describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.

1. PURPOSE OF JOB

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 in the classroom

2. PRINCIPAL ACCOUNTABILITIES

Support for the 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 the Teacher

- 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 lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: Teaching Assistant – General - Level A

CRITERIA	**ESSENTIAL CRITERIA**
Job Related Education and Qualifications□and Knowledge	• Completion of DfES Teacher Assistant Induction Programme • Participate in development and training opportunities • Appropriate knowledge of first aid
Experience□	• Experience of working with or caring for children of relevant age
Skills/Abilities	• Good numeracy / literacy skills • Ability to relate well to children and adults • Ability to use basic technology - computer, video, photocopier • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Equalities □	• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.