

## SOUTHFIELDS ACADEMY

### JOB DESCRIPTION

**Job Title:** Teaching Assistant (Level 1) **Grade:** Scale 1

**Reporting to:**

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#### **Main Purpose of the Post:**

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.

#### **Duties:**

##### **Support for Pupils:**

1. Supervise and support pupils ensuring their safety and access to learning
2. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
3. Promote the inclusion and acceptance of all pupils
4. Encourage pupils to interact with others and engage in activities led by the teacher
5. Encourage pupils to act independently as appropriate

##### **Support for the Teacher:**

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 the 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
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**General:**

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 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.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. 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.

Any other duties assigned by the Principal/Headteacher/Line Manager commensurate with the grade of the post.

Signed:

Postholder ..... Name .....

Line Manager ..... Name .....

Date .....

## **PERSON SPECIFICATION:**

### **1. EXPERIENCE**

- Working with or caring for children of relevant age

### **2. QUALIFICATIONS**

- A degree is essential
- GCSE in Mathematics and English or equivalent
- Good numeracy and literacy skills
- Completion of DfES Teacher Assistant Induction Programme
- Willingness to participate in development and training opportunities

### **3. KNOWLEDGE AND SKILLS**

- Basic knowledge of first aid
- Use basic technology – computer, video, photocopier etc.
- Ability to relate well to children and to adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- An understanding of the schools equal opportunities policy and how it is implemented