

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Teaching Assistant – Level 1
JD Reference:	Meridian Trust 001
School/Academy:	
Weeks:	38 Weeks
Hours of work:	32.5 Hours
Salary:	Grade 4 Points 3 - 5
Responsible to:	SENDCO

Role:	To support the teaching of students
Purpose of job:	To assist the classroom teacher in the support and inclusion of children To support access to learning for students and encourage interaction and independence

Responsibilities and Accountabilities:

Support for Students:

- Supervise the activities of individuals or groups of children to ensure their safety and welfare
- Establish and keep supportive relationships with individual students or small groups to ensure they understand and can achieve the tasks
- Promote the inclusion and acceptance of all students
- Aid the learning of children by:
 - Clarifying and explaining instructions
 - Ensure that the child can use the equipment and materials supplied
 - Motivate and encourage the child as needed
 - Aid in weaker areas, e.g., spelling, handwriting, reading etc
 - Help students to concentrate and to finish the work set

Support for Teachers:

- Prepare the classroom for lessons as directed
- Undertake support activities as needed, e.g., photocopying, mounting displays, filing, etc
- Undertake student record keeping as requested



- Contribute to the management of student behaviour

Support for the Curriculum:

- Support students to understand instructions
- Support students in respect of local and national learning strategies e.g., literacy, numeracy, KS3, KS3, as directed by the teacher
- Support the use of ICT in the curriculum

Support for the School:

- Be aware of, and follow, policies and procedures, e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the relevant person
- Accompany staff and students on visits, trips and out-of-school activities as needed
- Develop and keep effective working relationships with other staff
- Attend relevant meetings as needed

Support for School/Academy/Place of work:

- Participate in staff events by arrangement
- Attend Staff Meetings
- Contribute and take part in Trust events and activities where possible
- Develop and keep effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

Data security:

- Follow the legal provisions regulating confidentiality and security of data and information under GDPR

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Work/run all equipment within Health and Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and



developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust

- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding:

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties equal to the grade of the post, in consultation with the line manager. This job description is subject to review and may be changed following consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022



**Person Specification
Teaching Assistant Level 1**

Assessment Key:
A = Application Form
I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language	✓		A
2	Level 3 or above Teaching Assistant qualification or willingness to work towards this		✓	A
Experience		Essential	Desirable	Assessment
3	Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour		✓	A/I
4	Experience of working with children across all key stages with evidence of having achieved successful pupil outcomes		✓	A/I
5	Experience of working closely with parents in successful home-school partnerships that support pupils' needs		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
6	Understanding of the education system	✓		A/I
7	A good knowledge of the SEND Code of Practice		✓	A/I
8	Understanding of how children learn	✓		A/I
9	Understanding of phonics, numeracy, and literacy development	✓		I
10	A sound grasp of the concept of inclusive practice	✓		I
11	Knowledge of the concept of confidentiality	✓		I
12	Awareness of child protection issues	✓		I
13	First aid certificate		✓	A
Skills and abilities		Essential	Desirable	Assessment
14	Skilled at making and sustaining positive relationships with children	✓		I



15	Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners	✓		I
16	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓		I
17	Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records	✓		I
18	Excellent written and oral communication skills	✓		I
19	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		Essential	Desirable	Assessment
20	Willingness to undergo further training and development	✓		I
21	Positive and enthusiastic approach towards work	✓		I
22	Ability to act on own initiative	✓		I
23	Kindness and empathy towards students and colleagues	✓		I
24	Ability to work as part of a team effectively			I
Child Protection		Essential	Desirable	Assessment
25	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
26	Flexibility of working hours	✓		A/I

