

Teaching Assistant – Level 1

Job Description

Job details

Salary: NJC Grade 2 pro rata to weeks worked and continuity of service (from 44.85 weeks onwards)

Hours: 37 hrs per week

Contract type: Full time / Permanent

Reporting to: Assistant Headteacher

Job Purpose:
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.

Key Contacts in the school:

Main contacts: Senior Leadership team, teachers and learning support staff, parents/carers external agencies.

Main responsibilities:

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
- Promote a positive classroom environment by applying standard interventions to manage and change behaviours
- Gather/report/explain routine 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 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 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

Key Skill Requirements:

(Knowledge, skills, experience & qualifications):

- Good numeracy/literacy skills
- Completion of DfES Teacher Assistant Induction Programme
- Participate in development and training opportunities
- Appropriate knowledge of first aid
- Use basic technology – computer, video, 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

Special Features:

- Post holders must comply with the the following policies:
  - CWC's Diversity and Inclusion policy,
  - CWC and the School's Health and safety policies
  - Data Protection (GDPR) policies.

- Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.

- Post holders will be required to demonstrate the behaviours and attributes that support CWC and the School's core values.