



## **JOB DESCRIPTION**

**Job Title:** Level 1 Teaching Assistant  
**Grade:** A1/B1 SCP 1-6  
**Reporting to:** Class Teacher / Principal

### **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.

### **Main Duties:**

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To supervise and support pupils ensuring their safety and access to learning.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To encourage pupils to act independently as appropriate.
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested.
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- To gather/report information from/to parents/carers as directed.
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions.
- To support pupils in respect of local and national learning strategies - literacy, numeracy, KS3, early years, as directed by the teacher.
- To support pupils in using basic ICT as directed.
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.

### **Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.

# GORSE

- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## **Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

## Person Specification Teaching Assistant - Level 1

Criteria	Essential/ Desirable
<b>Qualifications</b>	<b>E/D</b>
• GCSE grade C/4 and above in Maths and/or English	<b>D</b>
• CSE level 2.	<b>D</b>
• Completion of DfES Teacher. Assistant Induction Programme.	<b>D</b>
<b>Knowledge and Skills</b>	<b>E/D</b>
• Good numeracy/literacy skills.	<b>E</b>
• Use basic technology – computer, video, photocopier.	<b>E</b>
• Ability to relate well to children and adults.	<b>E</b>
• Ability to work constructively as part of a team.	<b>E</b>
• Appropriate knowledge of first aid.	<b>D</b>
• To be aware of policies and procedures relating to child. protection, health, safety and security, confidentiality and data protection.	<b>D</b>
• Understanding classroom roles and responsibilities and your own position within these.	<b>D</b>
<b>Experience</b>	<b>E/D</b>
• Working with or caring for children of relevant age.	<b>E</b>
<b>Continuous Professional Development</b>	<b>E/D</b>
• Evidence of commitment to Continuing Professional Development	<b>E</b>
<b>Other Conditions</b>	<b>E/D</b>
• Enhanced DBS Clearance.	<b>E</b>

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