

Teaching Assistant level 1 job description

Kedleston Group Ltd is an independent organisation which owns and operates a group of schools and homes for children with a range of special educational needs and disabilities. Our vision is to become the most respected provider of specialist schooling in the country. We will never be the biggest, but we will lead, and others will follow.

Employment details	
Job title	Teaching Assistant Level 1
Reports to	
Hours of work	40 hours per week, 8.30-4.30pm exclusive of lunchbreaks.
Salary	NJC Scale Point 4-6

General duties

- Supporting individuals, small groups of pupils or class groups with their learning and progress
- Assisting teaching staff with administration and other tasks
- Supporting pupil welfare and wellbeing
- Adhering to the school's systems, structures, policies and procedures.
- Actively supporting school activities where required, including attending educational trips, extra-curricular activities and parents' evenings, which may require some out-of-hours availability.
- Communicate regularly and effectively with parents and carers.

Supporting Learning

- Work with the class teacher to understand the main learning points being covered across a series of activities
- Support pupils, with direction from the teacher, to access learning and make the progress of which they are capable
- Assess and record pupil progress with guidance from the class teacher or pastoral staff.
- Under instruction or supervision, work with small groups of pupils or on a one-to-one basis to deliver learning activities
- Support the teacher with general or administrative tasks such as display, production of resources or lesson preparation.

Pupil Welfare and safeguarding

- Promote exemplary standards of behaviour, in line with school policies and procedures.
- Understanding the school's safeguarding procedures and actively promoting pupils' wellbeing and safety.
- Working with the DSL and their deputies to ensure safeguarding is at the core of your practise.
- Under instruction or supervision, support pupils with their welfare, personal development, behaviour, and engagement
- Contribute to risk assessments for pupils, locations and activities as appropriate.

School culture

- Uphold the school's vision, values, and ethos and those of Kedleston Group.
- Contribute to a culture where pupils and staff experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Cultivate and sustain positive and respectful relationships across the school community, and with other stakeholders.
- Help create and sustain a safe, orderly and inclusive environment.
- Model a culture of high staff professionalism.
- Work collaboratively with school, Kedleston network colleagues, and partner agencies

Other duties

- Keeping up to date with matters relating to the school, its pupils, policies and curriculum.
- Attend regular meetings.
- Undertake relevant CPD.
- Carrying out other duties, as directed by the headteacher, in accordance with school policies and procedures.

Teaching Assistant level 1 person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> GCSE or equivalent qualifications, to include English and maths Evidence of CPD or an interest in learning. 	<ul style="list-style-type: none"> Evidence of further study or qualifications at level 3 or above Specific training in supporting pupils with learning, aspects of child development or behaviour modification
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> Effective communication with parents and carers Excellent inter-personal skills. Good personal organisation. Good verbal and written communication skills. 	<ul style="list-style-type: none"> Relevant experience in an educational environment, preferably a specialist setting
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> A good understanding of written and conversational English, including grammar and punctuation, to support pupils Good basic mathematical knowledge and ability to support pupils. 	<ul style="list-style-type: none"> Awareness of the needs of a range of neurodiverse students Knowledge of the effects of ACEs and trauma on children
Personal qualities	
<p>The successful candidate will have:</p> <ul style="list-style-type: none"> An enhanced DBS check with barred lists certificate. A good attendance and punctuality record. High expectations of self and professional standards. A commitment to CPD. The ability to maintain successful working relationships with other colleagues. 	

- A willingness to work outside of the timetabled day where necessary.
- High levels of drive, energy and integrity.

The successful candidate will be:

- Committed to contributing to the wider school and its community.
- Capable of handling a demanding workload and successfully prioritising work.
- Committed to safeguarding and protecting the welfare of young people.
- Professionally assertive and clear thinking.
- Empathetic and compassionate