

1 – 1 TEACHING ASSISTANT
JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

JOB TITLE: 1. 1 -1 Teaching Assistant 1b

SALARY: 1. OAT Grade 3 points 6 - 10

HOURS OF WORK: 1. 36 hours per week, 39 weeks per year

Disclosure level: Enhanced Disclosure and Barring Services Check (DBS)

RESPONSIBLE TO: SENDCo

VISION AND PURPOSE:

To provide learning support and further personalisation to students to raise achievement under the direction of the teacher.

Level 1b	
Teaching and learning	<p>Provide learning support to pupils, in small groups or individual situations who need particular help to overcome barriers to learning such as those with moderate or multiple learning difficulties and/or behavioural, social, sensory or physical disabilities.</p> <p>Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.</p> <p>Participate in the planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.</p> <p>Support the teacher in monitoring, assessing and recording pupils' progress/activities.</p> <p>Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.</p> <p>May be required to undertake first aid duties.</p>

Resources	Support learning by arranging/providing resources and equipment for lessons/activities under the direction of the teacher.
Exams , educational visits and other supervision	May invigilate exams and tests. May assist escorting students on educational visits. May assist with break time supervision including facilitating games and activities.
Personal and welfare support	Support pupils in social and emotional well-being reporting any problems to the teacher as appropriate. Attend to pupils personal needs including toileting, hygiene, physio, dressing and eating as well as help with social, welfare and health matters
Systems, policies and procedures	Contribute to maintaining a safe environment. Responsible for the careful and safe use of equipment.
Team involvement	May demonstrate own duties to new or less experienced staff.
Building professional relationships	Communicates with pupils with additional needs to support learning and development and encourage acceptable behaviour. Establish and maintain relationships with families, carers and other adults e.g. therapists Exchanges information with staff and parents
Record keeping and information management	Monitor and record pupil responses and learning achievements Report any significant changes in pupils health presentation to the SENDCo
Problem solving and decision making	Interpret information and situations and to solve straight forward problems. May make minor decisions.
Knowledge, skills and experience	Competent in the use of ICT in all aspects of the role. Knowledge and compliance with policies and procedures relevant to health and safety and child protection. First aid at work may be a requirement or paediatric first aid

<p>Physical demands and working conditions</p>	<p>May be required to stand for long periods and or work in awkward positions e.g. low chairs</p> <p>Some exposure to unpleasant conditions e.g. noise, outdoor working</p> <p>May need to manoeuvre pupils where necessary or assist with physical activities, some pupils may have severe physical disabilities or behavioural issues</p> <p>Regularly attending to the personal needs of pupils with special needs.</p> <p>Ability to administer more complex health care such as, gastronomy feeds and oxygen – training will be given.</p>
<p>General</p>	<p>To contribute to the overall ethos, work and aims of the academy.</p> <p>Actively participate in performance management.</p> <p>Identify personal training needs and other learning activities as required.</p> <p>Develop an understanding of policies and procedures, complying with their contents and raising concerns in a timely manner.</p> <p>To recognise own strengths, areas of expertise and use these to advise and support others.</p> <p>The post holder may be required to undertake other duties that are commensurate to the post holder’s abilities, position and grade.</p> <p>The duties listed above are examples of duties at this level, and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.</p>

GENERAL RESPONSIBILITIES

- To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil’s special needs and wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary)
- Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy under the direction of the appropriate specialist. Manual lifting to assist students with these needs may be required.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Whilst there may be a specific requirement to support a named pupil with an Education, Health Care Plan or Statement of Special Educational needs, support other pupils may also be required, at the direction of the Principal.
- If the student is absent they will work as a general teaching assistant.
- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

- The post holder must at all times carry out his/her responsibilities with due regard to the academy's policy, organisation and arrangements for health and safety at work.
- To ensure that the federation of Ormiston Academies is always presented positively within and beyond the academy.
- Attend relevant staff meetings and training as agreed with the senior management team.

CONTEXT

All staff are part of a whole academy team. Each individual is required to support the values and ethos of the academy and academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

PERSON SPECIFICATION
Classroom Assistant

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Qualifications, Experience and Professional Development

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge		
Technical or specialist	<ul style="list-style-type: none"> • Experience of working with students. • Knowledge and use of a range of equipment. • Basic knowledge of first aid. • Recognised competence in literacy and/or numeracy. 	<ul style="list-style-type: none"> • Broad awareness and understanding of medical conditions such as asthma, epilepsy etc. • Awareness of health and safety procedures. • Experience of one to one support, where appropriate.
Literacy and numeracy	<ul style="list-style-type: none"> • Ability to read and understand instructions. • Ability to complete reports such as incident report form, behaviour diary, progress report etc. 	
School environment		<ul style="list-style-type: none"> • Knowledge of academy policy and procedures.
Mental skills		
Research	<ul style="list-style-type: none"> • Assist teacher with information gathering and resources as appropriate. 	
Problem solving	<ul style="list-style-type: none"> • Ability to recognise and resolve or report problems. 	
Thinking creatively / developing new ideas	<ul style="list-style-type: none"> • When supervising/ working with small groups of students the post holder must be able to adapt support given to students depending on age and/or ability. • Assist teacher in creating a positive learning environment. 	

Interpersonal and communications skills

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| Caring skills | <ul style="list-style-type: none"> • Sensitivity to students' needs. | |
| Advising/guiding skills | <ul style="list-style-type: none"> • Advising and guiding students on the best way to handle situations, under the teacher's direction. • Encouraging students to participate in or complete tasks. • Ability to conciliate between students in playground or classroom disputes. • Providing basic advice to other teaching assistants. | <ul style="list-style-type: none"> • Providing information to other members of staff in relation to students' behaviour, activities and general progress. |
| Verbal and written | <ul style="list-style-type: none"> • Ability to communicate clearly. • Ability to encourage participation and give feedback to students. • Ability to maintain appropriate level of confidentiality. • Attending and contributing to review and other meetings, as appropriate. • Administering reading and spelling tests, under the direction of the teacher. | |

Physical skills

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| Keyboard skills / use of mouse | | <ul style="list-style-type: none"> • Ability to use keyboard and mouse, required if supporting students using IT equipment. |
| Other manual skills | <ul style="list-style-type: none"> • Use of guillotine, craft knives, glue guns etc. when displaying work or assisting students in practical lessons. • Help students to use tools and equipment as required to support learning. | |

Other attributes

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| Level of autonomy | <ul style="list-style-type: none"> • Work is covered by set policies and procedures. • Teaching assistants at this level will have a greater level of autonomy than those at level 2, although their work will still be managed by the teacher, SENDCo or a more senior teaching assistant. |
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- Able to work with small groups of students when carrying out specific tasks or on field trips, etc.
- Able to supervise larger numbers of students during break/lunchtime.
- Able to make decisions on when to refer queries/problems to another member of staff.

[B] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. No more than three A4 pages and a maximum of 2000 words. C.V's will not be considered.

[C] Confidential References and Reports

Strong recommendation from all referees, including current employer	E
Satisfactory health and attendance record	E

The applicant will be required to safeguard and promote the welfare of children and young people.