



## **JOB DESCRIPTION**

**POST TITLE :**

**TEACHING ASSISTANT  
(Classroom)**

**GRADE :**

**BAND 2 (SCP4)**

**REPORTING  
RELATIONSHIP:**

The Teaching Assistant will be a member of a multi-disciplined team, under the leadership and supervision of senior staff

**JOB PURPOSE :**

To support with the care and welfare of children within the school and assist with the maintenance of a safe environment for pupils. You may also provide routine general clerical and administrative support to the school

## **MAIN DUTIES/RESPONSIBILITIES**

### **Classroom Support**

1. Assisting with the care of sick children and those suffering from minor injuries.
2. Helping as and when necessary with children at mealtimes that may have difficulty or are unable to feed themselves.
3. Encouraging independence and self help skills in the bathroom.
4. Helping to remove and replace the children's outer clothing / aprons.
5. Encouraging independence and self-help skills and good standards of hygiene and personal cleanliness in children through practical assistance, social training and by providing a positive role model.
6. Assisting the teacher in the preparation and delivery of some activities.
7. Assisting the teacher and support staff with displays throughout the school.
8. Accompanying school parties on educational visits when required.
9. Encouraging acceptance and inclusion of children with special needs

### **Administrative Tasks**

1. Undertake reception duties, answering the telephone etc.
2. Provide clerical support e.g. photocopying, filing, update manual & computer record system, sort and distribute mail, collection and counting of monies for banking.

## General Requirements

1. Attend and participate in training and development courses as required.
2. Ensure that you work in line with all the Academy's policies and procedures and ensure that you are aware of your obligations under these.
3. The post holder must carry out his/her duties with full regard to the Trust Equal Opportunities Policy, Anti-Harassment and Bullying Policy and code of conduct and related HR policies within the Staff Handbook.
4. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
5. Any other duties of a similar nature related to this post that may be required from time-to-time.
6. The Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
7. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
8. This post has a high level of contact with, and responsibility for, children
9. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
10. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Academy.

**PERSON SPECIFICATION – TEACHING ASSISTANT (CLASSROOM / ADMINISTRATION)**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Education</b>	E1	GCSE A* - C in Mathematics and English or Level 2 Basis Skills (Numeracy and Literacy) or equivalent	AF/C	D1	NVQ Level 3 or equivalent	AF/C
				D2	Recognised First Aid qualification	AF/C
<b>Experience &amp; Knowledge</b>	E2	Experience of working in an educational environment	AF/R/I	D3	Experience of working with children with autism	AF/C
	E3	Experience of working with children of relevant age	AF/R/I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Skills</b>	E4	Ability to engage with a range of people, especially children.	R/I			
	E5	Ability to organise own workload.	R/I			
	E6	Ability to communicate both orally and in writing to a range of audiences.	AF/R/I			
	E7					
	E8	Ability to deal flexibly with change of circumstance.	R/I			
	E9	Ability to work as part of a team.	R/I			
	E10	Ability to prioritise and work to deadlines	R/I			
<b>Personal Attributes</b>	E11	Ability to work unsupervised	R/I			
	E12	Ability to treat information in a confidential manner.	R/I			
	E13	Reliable, with a flexible approach to work	R/I			
	E14	Ability to demonstrate a caring disposition	R/I			
<b>Special Requirements</b>	E15	Motivation to work with children	AF/R/I			
	E16	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/R/I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E17	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	R/I			
	E18	Suitability to work with children.	D			
	E19	The ability to communicate at ease with customers and provide advice in accurate spoken English	I			
	E20	Ability to uphold and promote the schools Christian ethos				

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	CRB Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references