



Job description for Teaching Assistant – Level 1

BROAD DESCRIPTION:

Assists teaching staff in the development and education process of pupils and with pupil care, support and supervision.

The post receives direction from and is accountable to the teacher.

Responsibility for others: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

Responsibility for staff: The post has limited (or no) direct responsibility for supervising other staff. It may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget: The post has limited (or no) direct responsibility for financial resources. May be involved in occasional handling small amounts of cash, processing cheques, invoices etc.

Responsibility for physical resources: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment (eg computer / PC/ teaching materials/resources).

TYPICAL TASKS

Curriculum support:

Support pupils' learning as directed by the teacher, in context of fostering independence and self-esteem (eg modelling use of language appropriate to the task, facilitating discussions and interactions, encouraging pupils to reflect on their work.)

Support for pupils:

Carry out appropriate activities as planned, either with small groups or individuals – e.g. promoting increased attention and staying on task, helping with physical difficulties whilst encouraging independence

Hear pupils read

Support pupils in accessing the curriculum and, with young pupils, extend play based learning

Assist pupils with personal hygiene routines

Assist with pupil supervision – eg on arrival/leaving the class, at breaktime and lunchtime (when required)

Accompany pupils as directed, eg out of the classroom, on visits , trips and out of school activities

Deal with minor accidents, upsets

Support to teacher:

Assist in the day to day management of the learning environment, eg. preparing/clearing equipment and resources, preparation of classrooms/ art areas etc and outside areas

Display and present children's work

Sort and tidy cupboards

Cleaning up

Assist in management of pupil behaviour

Liaise with parents, answering queries

Participate in record keeping – eg providing information to contribute to recording pupil achievement, taking photos of pupils work

Provide feedback about learning activities, responses to them and support provided

Undertake routine admin and clerical support (copying, filing, collecting money etc)

EDUCATION/TRAINING AND LIKELY ABILITIES

Have at least GCSE/GCE/ in literacy and numeracy

Be committed to own professional development, and be willing to undertake other appropriate training, preferably leading to national standards (NVQ level 2)

Have completed TA induction programme

Understand special educational needs

Knowledge of school rules, procedures, policies

Be aware of and understand the Authority's regulations, eg. Safeguarding, Child Protection etc

Can understand and support the curriculum

Be able to use technology as a learning tool – eg computer, video,

Able to operate technological equipment – e.g. photocopier, digital camera

Have good communication and listening skills

Able to take direction but also take initiative when required

Have experience of working (paid or unpaid) with children of appropriate age range though no previous experience of work as a TA required

Able to relate well to children and adults

Can solve straightforward problems and respond to unforeseen circumstances (eg hazards, accidents etc)