

## Teaching Assistant Level 1 Job Description and Person Specification

Confirmation of post details:	
<b>Post holder:</b>	<b>Job Title Teaching Assistant (Teaching Assistant Level 1)</b>
<b>Service:</b>	<b>Responsible to:</b>
<b>Primary contacts:</b>	<b>Grade: NJC 5 (£25,583)</b>
<b>Location: St Teresa's Catholic Primary School Bristol</b>	<b>Any specific working arrangements:</b>

***This job description is a guide to the work you will initially be required to undertake and may be reviewed from time to time to meet changing circumstances.***

Job Description:
<p><b>Purpose of role:</b></p> <p>A Level 1 Teaching Assistant role may include:</p> <ul style="list-style-type: none"> <li>An entry-level teaching assistant providing general support to the teacher and pupils within the school and management of the classroom.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>An entry-level teaching assistant providing support to individual pupil(s) with additional needs</li> </ul> <p><i>Jobholders generally work under the direct supervision of the teacher within the learning environment with the teacher present. However, they may occasionally be required to work outside the classroom for short periods.</i></p>
<p><b>Roles and Responsibilities:</b></p> <p><b>Support for the Pupils:</b></p> <ul style="list-style-type: none"> <li>Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters or assist with the implementation of Educational Health Care Plan/s.</li> <li>Supervise and support pupils ensuring their safety and access to learning, by encouraging their participation in learning tasks and activities</li> <li>Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs</li> <li>Encourage pupils to act independently as well as interact with others and engage in activities led by the teacher</li> <li>Set challenging and demanding expectations and promote self-esteem and independence</li> </ul>
<p><b>Support for the Teacher:</b></p> <ul style="list-style-type: none"> <li>Prepare the learning environment, as directed, for lessons and clear afterwards</li> <li>Assist in the preparation and display of pupils' work</li> <li>Be aware of pupil problems/progress/achievements and report to the teacher as agreed</li> <li>Undertake basic standard pupil record-keeping using templates, as requested</li> <li>Support the teacher in managing pupil behaviour, reporting difficulties as appropriate</li> <li>Gather/report basic and routine information from/to parents/carers, as directed</li> <li>Support teaching/senior staff with routine administration, such as photocopying, filing and collecting money</li> </ul>

**Support for the Curriculum:**

- Support pupils to understand instructions in relation to curriculum subject
- Be aware of and comply with the school curriculum to support pupils in respect of local and national learning initiatives
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- Attend training sessions as required for CPD purposes

**Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of pupils out of lesson times as appropriate
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required
- Assist with special events, such as School Concerts, Plays, Parents' / Carers' evenings
- To ensure that a high level of confidentiality is maintained in all aspects of work.

*A. So far as reasonably practicable, the post holder must promote safe working practices by employees and in premises/work areas for which the post holder is responsible for maintaining a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.*

*B. Work in compliance with the Codes of Conduct, Regulations and policies of the Newman Catholic Trust and its commitment to equal opportunities*

*C. Ensure that output and quality of work is of a high standard and complies with current legislation/standards*

*This list is not exhaustive and the jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by their line manager.*

*This job description may change as the post or the needs of the school develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.*

Signed employer:		Signed employee:	
Date:		Date:	

Teaching Assistant Level 1 Person Specification		
Qualifications/Training	Essential	Desirable
Educated to GCSE Grade A-C in English and Mathematics or equivalent	✓	
Completion of Teaching Assistant Induction Course		✓
Working towards the National Occupational Standards (NOS) in Supporting Teaching & Learning – Level 2 (or equivalent)	✓	
Knowledge/Skills		
Awareness of the national curriculum and relevant school policies		✓
Basic IT skills, such as Internet browsing and accessing email	✓	
Knowledge of relevant policies and procedures such, as child protection, health and safety, managing behaviour and positive handling		✓
Knowledge of how to apply individual Education, Health and Care Plans and other support plans under supervision		✓
Awareness of physiotherapy, occupational therapy/speech/language therapy and the ability to deliver any special interventions that are required		✓
Well-developed interpersonal skills to be able to relate well to a wide range of people	✓	
Good communication skills	✓	
Behaviours		
Work constructively as part of a team whilst being able to demonstrate initiative	✓	
Open, honest and an active listener	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.	✓	
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality service provision.	✓	
Is adaptable to change/embraces and welcomes change	✓	