

## Key Information

**Post Title:** Teaching Assistant Level 1

**Contract type:** Temporary Fixed term contract until 31st July 2026

**Hours - 32.5 per week Term time only**

**Salary:** Scale 1a, Points 2-3

**Reports to:** Academy principal

**Location:** Woodlands Academy

## Purpose of Post

- Teaching Assistants work with pupils over the whole age range as part of a team under the supervision of a Classroom Teacher / Senior Staff.
- To support pupils, including those with SEND, with their personal care needs; to work with other staff to further pupils' independence and to enable them to access the curriculum.
- The post holder will also perform other related practical duties to support learning.

# Job Description : TEACHING ASSISTANT LEVEL 1

## Main duties and responsibilities

### Assisting in Teaching & Learning

- Develop an understanding of the specific needs of the pupil(s) to be supported, considering the type of support involved.
- Assist pupils in developing and implementing their own personal care programmes, for example personal hygiene, toileting, eating and drinking to contribute to personal and social development and encourage independence.
- Plan and provide practical assistance in relation to other identified physical needs e.g. transportation, dressing, meal time and organisation of learning equipment to support personal, health, social and emotional development.
- Observe individuals and groups of pupils' personal, social and learning achievements. Maintain appropriate records, monitor progression and attainment and provide reports and information to inform and support the assessment process.
- Adhere to all Safeguarding Policies and report concerns via the appropriate channels in school.
- Maintenance and cleaning of personal care equipment and materials, clothing etc. Maintenance of toiletry supplies.
- Organise and undertake activities with either individuals or small groups of pupils to facilitate their physical, emotional and educational development to enable their full potential to be reached.
- Monitor pupils' conduct and behaviour throughout the learning process and intervene to resolve routine issues using appropriate techniques and skills to de-escalate. Maintain a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.
- Assist all pupils where appropriate in the proper use of personal and learning aides and equipment and to ensure that they are available.
- Assist educational and therapeutic professionals in delivering specialist programmes.
- Liaise with the class teacher, SENDCo and / or external support to all pupil / pupils in physical / practical activities to inform choice and enable pupils to have full access to learning and life opportunities, including PE.

### General

- Assist with lunch and break time supervision of pupils.
- Carry out routine administrative tasks i.e. photocopying, basic record keeping and basic IT skills.
- Assist with the development of appropriate resources to support pupil(s).
- Assist in identified areas e.g. language, behaviour, reading, spelling, numeracy, handwriting / presentation and the use of ICT.
- Provide regular feedback about pupils to the teacher and other colleagues suggesting alternative methods of differentiation that respond to identified needs.
- Organise and participate in the supervision of individual and groups of pupils in dining, playground and circulation areas throughout the day. Ensure that children are engaged in appropriate activity and intervene to maintain behaviour standards are met and ensure wellbeing, safety and welfare.
- Participate in and support educational visits and outings to enhance the learning experience which may include responsibility for the group.
- Attend training courses to support and contribute to ongoing professional development.
- Attend staff training to maintain an awareness and understanding of current issues within the school and to provide and receive information and contribute to discussions.

## Person Specification : TEACHING ASSISTANT LEVEL 1

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>GCSE Grade C or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuous professional development and training</li> <li>Safeguarding Certificate Level 1</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working within an educational environment</li> <li>Experience of working with SEND pupils in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of providing 1:1 support in a school environment before</li> <li>Experience of working with SEND/Co and external agencies when providing support to pupils</li> </ul>	
<b>Professional knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>Good written and oral communication skills with children and adults.</li> <li>Knowledge of safeguarding procedures</li> <li>Understanding of the differing needs of SEND pupils</li> </ul>		
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to work unsupervised and on own initiative</li> <li>Ability to work as part of a team</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>A flexible approach and a strong work ethic</li> <li>Excellent time management and organisational skills</li> <li>Attention to detail</li> <li>High integrity with an ethically sound approach to building internal and external relationships</li> <li>Friendly and approachable.</li> </ul>		