



# **Job Description & Person Specification Teaching Assistant Level 1**

## Job Description

Job Title:	Teaching Assistant Level 1
Pay Grade / Scale / Range:	NJC SCP 3 SEN Allowance  <b>See advertisement for actual salary &amp; allowance</b>
Benefits & Perks:	Occupational pension scheme, occupational sickness scheme, Health Benefit Scheme TOIL / Flexi scheme
Working hours:	31 hours 45 minutes per week. Term time only (190 days)
Location:	Based at Hawthorns Primary School however, all staff are employed by New Bridge MAT and may be asked to work at any site if required.
Special circumstances:	N/a
Staff responsible to:	Head of School
Staff responsible for:	None
Accountable to:	Chief Executive Officer
Probationary period:	26 weeks

# New Bridge Group

## Teaching Assistant Level 1

### Purpose of the post

To work under the instruction of a teacher/senior staff to undertake work/care/support programmes to enable access to learning for students. To assist the teacher in the management of students and the classroom in general. Work may be carried out in the classroom or outside the main teaching area.

### Support for the Young People

1. Establish rapport and respectful, trusting relationships with the young people, acting as a role model and setting high expectations.
2. Promote inclusion and acceptance of all.
3. Assess the needs of young people and use detailed knowledge of personal care needs to support them in personal care duties.
4. Ensure safety, welfare and personal hygiene. (Basic First aid to be included where appropriate).
5. Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
6. Provide specific feedback in discussion with young people on their progress and achievement, in line with organisation policy.

### Support for the Teaching Staff

1. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
2. Support pupils to understand instructions.
3. Gather, report information from/to parents/carers as directed
4. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher.
5. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
6. Undertake pupil record keeping as requested.
7. Prepare classroom as directed for lessons and clear afterwards.
8. Assist with the display of pupils' work
9. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
10. Provide routine clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock

### Support for the Organisation

1. Comply with and assist with the development of policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall work and ethos of the organisation.
3. Establish constructive relationships and communicate with other agencies / professionals, in liaison with staff, to support the achievement and progress of young people.
4. Contribute to the development of appropriate multi-agency approaches to supporting people.
5. Attend and participate in meetings as required.
6. Improve own practice through training, observation, evaluation and discussion with colleagues.
7. Recognise own strengths and areas of expertise and use them to support others.
8. Contribute to the identification and execution of appropriate off-site activities, which consolidate and extend the on-site activities.

### Standard Duties

1. To work across the New Bridge Group if required.
2. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and the ethos of the school.
4. To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
5. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
7. To attend and participate in relevant meetings as appropriate.
8. To undertake any other additional duties commensurate with the grade of the post.

### Contacts

Students, colleagues within the school, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the school

**Responsible to:** Head of Site

**Responsible for:** Not applicable

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	20/02/17	SSH/SSM	HR Managers
REVIEWED	27/06/18	SSH	Director of HR
REVIEWED			

## PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

	<b>Selection Criteria Essential</b>	<b>Selection Criteria Desirable</b>	<b>How Assessed</b>
<b>Education &amp; Qualifications</b>	<b>To complete Department for Education Teacher Assistant Induction Programme</b>	Team-teach training	AF / I
	<b>Literacy and Numeracy skills equivalent to Level 1 of the National Qualification &amp; Credit Framework</b>		AF / I
<b>Experience</b>	<b>Working with, volunteering or caring for young people of a relevant age to those within the New Bridge Multi-Academy Trust (4-19 years)</b>		AF / I
<b>Skills &amp; Abilities</b>	ICT skills to operate a computer and other basic technology such as photocopiers etc.		AF / I
	Interpersonal skills to relate well to children and adults		AF / I
	<b>Communication skills to exchange information to a range of audiences including pupils, teachers, other school colleagues and parents/carers</b>		AF / I
	<b>Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these</b>		AF/I
<b>Knowledge</b>	<b>Basic understanding of the National Curriculum and the types of lessons taught at the different Key Stages</b>		AF / I
	Understanding of equal opportunities and an awareness of		AF / I

	<p>potential barriers children may have about learning</p> <p>Understanding of how safeguarding and confidentiality are important when working with children and young people</p>		AF / I
<b>Work circumstances</b>	<p>To work flexibly as the workload and needs of the students demand</p> <p>To travel and work at other site within the New Bridge Group as may be required</p> <p>Occasional out of hours working to support school functions</p>		<p>I</p> <p>I</p> <p>I</p>

*Abbreviations:* AF = Application Form; I = Interview.

**Any candidate with a disability who meets the essential criteria will be invited to interview**