Job description

Job title: Teaching Assistant 1

Department: Children & Adults
Service: Schools
Grade: GLPC - C
Job Evaluation ID: JE1000003368

1 Job purpose

To work with children as part of a team under the overall direction of the Headteacher who will be responsible for the policy and educational programme and for matters of control and discipline within the appropriate Articles of Government.

To assist the class teacher in maximising the participation of pupils in the social and academic processes of the school.

Under the instruction/guidance of teaching/senior staff, to encourage pupils to become more independent learners and help to raise the standard of achievement for all pupils.

All activities undertaken by colleagues at this level would be closely monitored by the class teacher or more senior colleagues and the content of learning activities would always be planned by the teacher/more senior staff.

2 Principal duties and responsibilities

The following duties and responsibilities are developed from the Supporting Teaching and Learning National Occupational Standards (STL NOS)

KEY DUTIES

- Support pupils' learning activities including additional learning needs and development and maintain an awareness of the planning, delivery and evaluation of learning activities. (STL1)
- Establish and maintain relationships with individual pupils and groups by using effective communication and understanding the value of treating all individuals fairly. (STL4)
- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom. (STL2, STL3)

SUPPORT FOR THE PUPIL

- Help with the care and support of pupils by supporting children's communication and intellectual development and physical, emotional and social development. To contribute to the planning to meet children's development needs. (STL2)
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times. (STL3)
- Assist with the personal and intimate care of pupils. (STL3)

SUPPORT FOR THE TEACHER

- Help with classroom resources and records by maintaining confidentiality of information at all times and ensuring resources are in place for when they are required. (STL5)
- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom, referring to senior colleagues as appropriate. (STL2, STL3)
- Escort and assist pupils on educational visits and out of school activities. (STL 3)

SUPPORT FOR THE CURRICULUM

- Support the school curriculum including literacy and numeracy activities by using strategies and techniques for promoting learning. (STL6)
- Provide support for learning activities within the teaching and learning programme, monitoring the effectiveness of activities in promoting pupils' learning and modifying these where necessary. (STL1)
- Support pupils to use ICT materials and resources effectively to advance their learning. (STL7, STL8)

SUPPORT FOR THE SCHOOL

- Maintain effective working relationships with colleagues and parents through effective communication and providing support for pupils, colleagues and parents as required. (STL4)
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities. (STL5)

N.B. The STLs in this job description are relevant to the core duties and responsibilities of a Teaching Assistant at this level. These may be used in conjunction with the full range of National Occupational Standards for Supporting Teaching and Learning in Schools at Level 2 which also includes further details of the performance elements attached to the standards listed.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer. The responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder: None

6 Post holder's immediate supervisor:
Teaching Assistant 4 if post in school or Headteacher.

Person specification

Job title: Teaching Assistant 1

Department: Children & Adults
Service: Schools
Grade: GLPC - C
Job Evaluation ID: JE1000003368

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Knowledge	• Awareness of/willingness to train to get knowledge and understanding of the Teaching Assistant's role in supporting teaching and learning across the curriculum.		✔		✔	
	• Knowledge of appropriate behaviour management practices		✔		✔	
	• Knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security		✔		✔	
	• Knowledge of safeguarding procedures and protocols.		✔		✔	
Skills/Abilities Interpersonal	• Ability to communicate effectively, both orally and in writing		✔		✔	
	• Ability to support the management of pupil behaviour			✔		
	• Ability to establish positive relationships with pupils, families and colleagues		✔	✔	✔	
Skills/Abilities Other	• Ability to provide support for planning and delivery of learning activities.		✔	✔	✔	
	• Skills to support the effective use of ICT in the classroom.		✔		✔	✔
	• Ability to organise classroom resources and assist with the maintenance of pupil records.		✔		✔	
Relevant experience	• Willingness to work with children and young people.		✔		✔	
	• Ability to use resources and materials including ICT software and equipment		✔		✔	✔
Work to promote mutual respect and good relations	• Commitment to inclusive education.		✔		✔	
	• The desire to support a working culture which values creativity and openness and is sensitive to need.		✔		✔	
Work Related Circumstances	• Be willing to undertake training and development, as necessary, in order to				✔	

	enhance service delivery					

No professional qualification is required.

P: Pre-application	**A**: Application	**T**: Test	**I**: Interview	**D**: Documentary evidence

Prepared by/author: NCC **Date:** 30 April 2014