

JOB DESCRIPTION	
Chew Stoke Church School	
POST TITLE: TEACHING ASSISTANT – LEVEL 1 Primary School	GRADE: 2
RESPONSIBLE TO: CLASSROOM TEACHER / HLTA	
DATE: June 2021	

1. JOB PURPOSE

To support pupils, provide access to learning and work alongside the teacher in providing support in the management of pupils and the classroom.

2. MAIN DUTIES AND RESPONSIBILITIES

Support for Pupils

1. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate.
2. Supervise and support pupils ensuring their safety and access to learning and play.
3. Establish constructive relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Encourage pupils to act independently as appropriate.

Support for Teacher

7. Prepare classroom for lessons and assist with the display of pupils' work.
8. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
9. Undertake pupil record keeping as requested.
10. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

11. In conjunction with the teacher, collate and report information to and from parents and carers.
12. Provide clerical/admin support for learning e.g. photocopying, word processing, filing, collecting money etc.

Support for the Curriculum

13. Support pupils to understand instructions.
14. Support pupils in respect of local and national learning strategies as guided by the teacher.
15. Support pupils in using ICT.
16. Prepare and maintain equipment/resources for the teacher and assist pupils in their use.

Support for the School

17. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
18. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
19. Contribute to the overall ethos/work/aims of the school.
20. Attend relevant meetings as required.
21. Participate in training and other learning activities and performance development as required.
22. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes by providing play supervision.
23. Accompany teaching staff and pupils on visits, trips and out of school activities as required.
24. Prepared to participate in any appropriate training and development opportunities as required.
25. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
26. To undertake other relevant duties allocated at the discretion of the classroom teacher, Headteacher or other designated supervisor.

3. QUALIFICATIONS AND EXPERIENCE

Essential

A minimum of 3 GCSE passes at Grade C or above or equivalent including with proficiency in literacy and numeracy.

All applicants must have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and able to show an interest in children's development and in a wide range of issues concerning their education and welfare.

An ability to relate well to both children and adults.

An understanding and use of technology i.e. computer, video, photocopier.

Desirable

A willingness to undertake a recognised/relevant qualification, such as the NVQ 2 for Teaching Assistants or completion of DfES Teacher Assistant Induction Programme, would be an advantage.

Appropriate knowledge of general first aid.

Evidence of working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

4. Physical Effort

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

5. Working Environment

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

6. General

The postholder will be expected to undertake any appropriate training provided by the Authority and/or School to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure & Barring Service Certificate is required for this post prior to commencement.

Post holder:

Headteacher: