

**Home School:** Trinity First School, Frome

**Job Title:** Teaching Assistant Level 1

**Grade:** 2 SCP 4-5 £24,404 - £24,790

**Responsible to:** Class teacher

**Contract:** Part-time (19 hours & 20 minutes per week)

**Hours of Work:** Monday to Friday (8:40 am – 12:25 pm), term-time plus 2 inset days.

**Job Purpose:**  To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

**Main Duties & Responsibilities**

Support for Pupils

* Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate.
* Supervise and support pupils ensuring their safety and access to learning.
* Establish constructive relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Develop a good knowledge of a pupil's individual special educational needs and implement appropriate strategies as outlined in the students’ profile.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Encourage pupils to act independently as appropriate.
* To provide pastoral support for pupils as directed by the tutor or House staff.

Support for Teacher

* Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils’ work.
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
* Undertake pupil record keeping as requested.
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
* Gather/report information from/to parents/carers as directed.
* Provide clerical/admin support for learning e.g. photocopying, word processing, filing, data entry etc.
* Support pupils to develop basic literacy and numeracy skills as directed by the teacher.
* Support the role of the tutor, including mentoring individual or small groups of students as directed by the tutor or House staff.

Support for the Curriculum

* Support pupils to understand instructions.
* Support pupils in respect of local and national learning strategies as directed by the teacher.
* Support pupils in accessing and developing basic ICT skills.
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

**School Support & General**

* To attend all department meetings and relevant staff meetings
* To attend all training courses as directed
* To participate in the School’s Performance Management Review process and make use of professional development opportunities.
* To play an active and positive role.
* To familiarise yourself with the working practices of the Department and adhere to them at all times
* To maintain confidentiality according to organisation and legal requirements.
* To be aware of equal opportunities policies and principles and health & safety regulations
* 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
* To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

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.

**Physical Effort & Working Environment**

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, assisting 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.

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.

**Personal Specification**

It is expected that the successful candidate would possess the following attributes:

| **Essential** |
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| Evidence of a good basic education, especially in English and Maths |
| A friendly and courteous manner. |
| Experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and will need to be able to show an interest in children's development and in a wide range of issues concerning their education and welfare.  |
| Ability to relate well to both children and adults |
| A willingness to undertake a recognised/relevant qualification such as the NVQ2 for Teaching Assistants |
| Basic understanding and use of technology ie Microsoft Office, Internet, email, use of photocopiers etc |
| A willingness to undertake a Teaching Assistant Induction programme |
| Ability to self-evaluate learning needs and actively seek learning opportunities |
| **Desirable** |
| 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 |

**Midsomer Norton Schools Partnership is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Check is required prior to appointment.**

**Post Holder:**

Name:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Date: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_