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**Job Description**

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| **School: Highbank Primary and Nursery School** |
| **Post Title: Teaching Assistant Level 1** |
| **Grade/Pay Range: Grade C Points 4-5** |
| **Hours/weeks: 37 Hours per week term time only** |
| **Reporting to:** |
| **Department/Team: Support** |

**Overall Purpose of Post**

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.

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

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

**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.
* 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.
* Assist with the personal and intimate care of pupils.

**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.
* Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom, referring to senior colleagues as appropriate.
* Escort and assist pupils on educational visits and out of school activities.

**SUPPORT FOR THE CURRICULUM**

* Support the school curriculum including literacy and numeracy activities by using strategies and techniques for promoting learning.
* 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.
* Support pupils to use ICT materials and resources effectively to advance their learning.

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.
* 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.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

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| **Areas of**  **responsibility** | **Requirements** | **Measurement** | | | | |
| **P** | **A** | **T** | **I** | **D** |
| Qualifications | * Good standard of education especially with regard to literacy and numeracy skills. * GCSE Maths and English grade C or equivalent | 🗸  🗸 | 🗸  🗸 |  |  | 🗸  🗸 |
| Experience and 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. * Ability to use resources and materials including ICT software and equipment |  | 🗸  🗸  🗸  🗸  🗸 |  | 🗸  🗸  🗸  🗸  🗸 |  |
| Skills/Abilities | * 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 * 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 |  | 🗸  🗸  🗸  🗸  🗸  🗸 | 🗸  🗸 | 🗸  🗸  🗸  🗸  🗸  🗸 |  |
| Personal qualities | * A diplomatic and patient approach * Efficient and meticulous in organisation * Able to work flexibly, adopt a hands on approach and respond to unplanned situations * Ability to evaluate own development needs and those of others and to address them * Ability to work in accordance with the school’s policies including health and safety and safeguarding policies |  | 🗸  🗸  🗸  🗸  🗸 |  | 🗸  🗸  🗸  🗸  🗸 |  |
| Work Related Circumstances | * Must be willing to undertake training as required * Must ensure confidentiality in respect of pupils and information. * Commitment to the highest standards of child protection and safeguarding * Recognition of the importance of personal responsibility for health and safety * Commitment to the Trust’s ethos, aims and whole community. |  | 🗸  🗸  🗸  🗸  🗸 |  | 🗸  🗸  🗸  🗸  🗸 |  |

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

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**