

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

School: Our Lady of Compassion

Post: Teaching Assistant (Level 1)

Grade: Grade C (SCP 10 – 15)

JE No. A2050

Responsible to: Headteacher

JOB PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of physical and general care and basic classroom management techniques.

MAIN DUTIES

Support for the Pupil

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs
- Promote 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

Support for the Teacher

- *Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc) – may be deleted if not appropriate to school need.*
- Assist with the display of children's work
- Prepare classroom as directed for lessons and clear afterwards
- Report pupil achievements, progress and issues as appropriate in agreed format.
- *Undertake pupil record keeping as requested – may be deleted if not appropriate to school need*
- Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format
- Gather/report basic information from/to parents/carers as directed

Support for the Curriculum

- Prepare and maintain equipment and resources as directed
- Assist pupils in the use of appropriate resources within appropriate lesson plan

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

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PERSON SPECIFICATION

Post: Teaching Assistant (Level 1)

School: Our Lady of Compassion

	Essential (E) or Desirable (D)
<p><u>Skills</u></p> <ul style="list-style-type: none"> • Ability to work effectively within a team environment, understanding classroom roles and responsibilities • Ability to build effective working relationships with all pupils and colleagues • Ability to promote a positive ethos and role model positive attributes • Good personal numeracy and literacy skills 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><u>Knowledge and Understanding</u></p> <ul style="list-style-type: none"> • Awareness and basic understanding of school curriculum (with specified age range or subject area) • Basic awareness of inclusion, especially within a school setting • Understanding of basic technology – computer, video, photocopier • Experience of working with and/or caring for children (with specified age range) • Above within an educational setting 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
<p><u>Qualifications and Training</u></p> <ul style="list-style-type: none"> • Requirement to complete DfES Teacher Assistant Induction Programme • Willingness to participate in relevant training and development opportunities • Willingness to undertake appointed person certificate in first aid administration 	<p>E</p> <p>E</p> <p>D</p>
<p><u>Professional Values and Practice</u></p> <p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice • Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning • Able to improve their own practice through observations, evaluation and discussion with colleagues 	