



### **Vacancy – Teaching Assistant**

**Hours 8.45 – 3.30 Mon – Fri (38 weeks term time + 5 INSET days)**

**Salary – Scale 3, Point 5-6 £27,030FTE - Actual salary based on above hours £18651.13**

### **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.

### **Key External Contacts**

- Parents, carers

### **Key Internal Contacts**

- Head Teacher, Teaching staff, pupils, support staff

### **Major Tasks, Duties and Responsibilities**

#### **1      *Support for Pupils***

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- 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

#### **2      *Support for Teacher***

- Prepare 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 e.g. photocopying, typing, filing, collecting money etc.

### **3     *Support for the curriculum***

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

### **4     *Support for the School***

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professional
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

#### **Other requirements:**

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.

## Teaching Assistant

Level 1

### Person Specification

#### **1. Experience**

- 1.1 Working with or caring for children of relevant age

#### **2. Qualifications**

- 2.2 Good numeracy/literacy skills
- 2.3 Willingness to complete DfES Teacher Assistant Induction Programme
- 2.4 Participate in development and training opportunities
- 2.5 Willingness to obtain first aid qualification desirable

#### **3. Knowledge, Skills and Abilities**

- 3.1 Appropriate knowledge of first aid
- 3.2 Use basic technology – computer, video, photocopier
- 3.3 Ability to relate well to children and adults
- 3.4 Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

This role falls within the category of regulated activity; therefore, you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential

risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.

Following KCSIE guidance 2023 an online search may be conducted on publicly available social media.

*The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.*