

JOB DESCRIPTION	
Teaching Assistant Level 1	
GRADE: 3 point 6 - 9	
REPORTS TO:	
Head of Faculty/Line Manager	
1.	PURPOSE OF JOB:
	To work with individual children having special or particular needs, in accordance with the child's statement where appropriate and/or groups of children as directed by the teacher. To provide support to the Headteacher\Teacher across a range of child centred activities to promote child development and learning.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
1.	<u>School Related:</u>
i.	Act in accordance with academy policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
ii	Assist with the planning and preparation of activities, and in the delivery of local and national initiatives e.g. literacy and numeracy strategy
iii	Participate in the preparation of the classroom
iv	Monitor children's needs and reporting these to a designated person.
v	Keep records as required by the school
vi	Have familiarity with all relevant statements of special educational needs specific to the child.
2.	<u>Child Related</u>
vii	Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development
viii	development
ix	Support those with special needs
x	Carry out reasonable daily personal care/hygiene duties and administer basic first aid
	Assist with the movement of children in and around the school

3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees	
4.	CREATIVITY AND INNOVATION Required to be creative when assisting with planning of activities.	
5.	CONTACTS AND RELATIONSHIPS Direct contact with children and their parents/carers, other employees at the school. Liaise with other professionals under the supervision/guidance of the teacher.	
6.	DECISIONS	
	a) Discretion – The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.	
	b) Consequences – Any errors should be easily identified and rectified	
7.	RESOURCES Learning resources.	
8.	WORK ENVIRONMENT	
	a) Work Demands – Subjected to conflicting priorities due to curriculum and care needs	
	b) Physical Demands – Subjected to considerable physical demands to meet the needs of the Faculty for example, sporting activities, movement of equipment.	
	c) Working Conditions – Academy based and may be required to undertake reasonable duties of a personal nature.	
	d) Work Context – Potential risk to well being through hygiene duties and possible aggression from pupils/parents/carers.	

9.	<p>KNOWLEDGE AND SKILLS</p> <p>The postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.</p> <p>GCSE at grade C or above or equivalent in Maths & English or equivalent level of competency.</p>
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10.	GENERAL
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Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Equal Opportunities policy.

Health and Safety - The postholder is required to carry out the duties in accordance with Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]