

Job Description **Teaching Assistant (Level 1)**

Responsible to:	Headteacher
Location:	St Luke's CE Primary School
Grade:	SCP 2-4 (£11.59-£11.98 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Overall Purpose

To work under the direct instruction of teaching / senior staff, usually in or near the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of the classroom, an individual pupil or group of pupils who may have particular requirements or an EHCP.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Duties and Responsibilities

- 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
- Promote and reinforce the self-esteem of pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work
- Working with teaching staff in the planning and delivery of work programmes for individuals and groups of pupils
- 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 / administrative support e.g. photocopying, typing, filing, collecting money etc.

- Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use
- Be aware of and comply with policies and procedures of the school and in particular relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise
- Appreciate and support the role of other professionals
- Attend relevant meetings as required within working time
- 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
- Occasionally there may be a requirement to physically lift pupils for safety or care needs
- Where necessary attend to a pupil with soiled clothing
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Whilst every effort has been made to explain the main duties and responsibilities of the Teaching Assistant role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.

Person Specification **Teaching Assistant (Level 1)**

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> GCSE Maths and English grades A-C or equivalent 	<ul style="list-style-type: none"> Working towards or qualification in Early Years practice or Teaching Assistant (e.g NVQ)
Experience:	<ul style="list-style-type: none"> Working with or caring for children of a relevant age in an educational setting 	<ul style="list-style-type: none"> Supporting pupils in achieving individual targets and where appropriate, more specialised knowledge in specific curriculum areas Working within policies, guidelines and rules to apply a range of strategies related to learning activities, behaviour and care Appropriate knowledge of first aid or willingness to train
Professional knowledge:	<ul style="list-style-type: none"> Good numeracy and literacy skills Good IT skills 	<ul style="list-style-type: none"> Working with or caring for children with special educational needs Delivering individual support plans
Professional skills & abilities:	<ul style="list-style-type: none"> Ability to work constructively as part of a team Ability to relate well to children and adults Satisfactory DBS clearance (will be confirmed as part of pre-employment checks) 	<ul style="list-style-type: none"> Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers
Physical skills & abilities:		<ul style="list-style-type: none"> Able to exert moderate physical effort; crouching or bending when working with pupils.

The post holder may be required to travel to other local sites, including other CLP schools.