



# All Saints

a Church of England Academy

## **Job Description**

## **Teaching Assistant Level**

## **One**

## **JOB DESCRIPTION**

<b>SCHOOL:</b>	All Saints Academy
<b>POST TITLE:</b>	Teaching Assistant Level 1
<b>GRADE:</b>	C (NJC 2 – 4)
<b>REPORTS TO:</b>	SEN Manager/SLT SEN
<b>MAIN PURPOSE:</b>	To work under the direct instruction of teaching/senior staff, usually in, or in close proximity to, the classroom with the teacher, to support access to learning for students and provide general support to the teacher in the management of students and the classroom, including those with SEN.

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### **TASKS:**

#### **SUPPORT FOR THE STUDENTS:**

- Supervise and support students ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage students to act independently as appropriate

#### **SUPPORT FOR THE TEACHER:**

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of student's work
- Be aware of student's problems/progress/achievements and report to the teacher as agreed
- Undertake student's record keeping under close supervision of class teacher.
- Support the teacher in managing student's 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.

#### **SUPPORT FOR THE CURRICULUM:**

- Support students to understand instructions therefore ensuring accessing of national curriculum as directed by teacher
- Support students in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use

#### **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, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students 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 professionals
- Attend relevant meetings as required
- Assist, alongside teaching staff, with the supervision of students out of directed lesson time, including before and after school and at lunchtimes
- Accompany teaching staff and students on visits, trips and out of school activities as required

- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**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.**

Signed:

Date:

## PERSON SPECIFICATION

**POST TITLE:**Teaching Assistant Level 1

**GRADE:** C (SCP 2 – 4)

	Essential	Desirable
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>Requirement to complete DCSF Teaching Assistant Induction Programme</li> <li>Willingness to participate in relevant training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>First Aid training or willingness to undertake appointed person certificate in First Aid</li> <li>Child Protection training</li> <li>The Support Work in Schools VQ (SWIS)</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>Experience of working with and/or caring for children of a similar age group, preferably within an education setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>Ability to build effective working relationships with all students and colleagues</li> <li>Ability to promote a positive ethos and role model positive attributes</li> <li>Good communication skills</li> <li>Good numeracy and literacy skills</li> <li>Be able to maintain confidentiality</li> <li>Good listening skills</li> <li>The ability to manage behaviour of children in a positive and supportive manner</li> <li>Awareness and basic understanding of the school curriculum (within specified age range or subject area)</li> <li>Basic awareness of inclusion, especially within a school setting</li> </ul>	<ul style="list-style-type: none"> <li>Relevant knowledge of First Aid</li> <li>Knowledge of Child Protection</li> <li>Equal Opportunities and recognising the nature of the diverse school community</li> <li>Understanding of basic technology – computer, video, photocopier etc</li> </ul>

<b>PERSONAL AND PROFESSIONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Friendly, approachable and professional manner</li> <li>• Calm approach</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> <li>• High expectations of all students, respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work</li> <li>• Ability to liaise sensitively and effectively with parents and carers, recognising their role in students' learning</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues.</li> </ul>	
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*Dales Academies Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.*