Marchbank Free School

Level 1 Teaching Assistant

POST TITLE :	**Level 1 Teaching Assistant**
GRADE :	**Band 4 SCP 6**
REPORTING RELATIONSHIP	**The post holder will be a member of a multi-disciplined team, under the leadership and supervision of a level 4 Teaching Assistant and/or teacher.**
JOB PURPOSE :	**You'll be responsible for assisting with planning, preparation and delivery of lesson provision, both on a whole-class and individual basis, preparing resources to support learning activities as well as ensuring pupils are supported pastorally. You'll contribute to evaluating student progress and provide feedback to the class teacher to ensure all students' learning needs are being met.**

MAIN DUTIES/RESPONSIBILITIES

In co-operation with the teacher and under the agreed educational plan, the post holder will to a level reflected by the grade of the post:-

Support the Pupil by

1. Attending to the pupils' personal needs, and implement related personal programmes, including social, health, physical (including moving and handling), hygiene, first aid and welfare matters

2. Carrying out pre-determined educational activities and programmes of learning whilst promoting independent learning.

3. Working to establish a supportive relationship with the children and parents concerned acting as a role model and being aware of and responding appropriately to individual needs.

4. Encouraging acceptance and inclusion of the children with special needs.

5. Promoting and reinforcing the child's self-esteem and to act independently as appropriate

6. Supporting pupils in respect of learning strategies e.g. literacy and numeracy adjusting activities according to pupil responses/needs, as directed by the teacher.

7. Promoting independence and employ strategies to recognise and reward achievement of self –reliance.

8. Supporting pupils in using basic ICT as directed.

9. Preparing and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support the teacher by

1. Preparing and clearing classrooms and work areas for lessons / activities as directed by the teacher / senior teaching assistant

2. Displaying of pupils work as directed by the teacher / senior teaching assistant

3. Monitoring the needs and behaviours of individual children and reporting these to their designated supervisor as appropriate.

4. Contributing to records of the children's development as are required by the academy.

5. Proving general administrative / clerical support to the teacher / senior teaching assistant with regard to lesson planning and resources for lessons / activities

6. Undertaking pupil record keeping as requested

7. Being aware of pupil problems/progress/achievements and report to the teacher as agreed.

Support the Academy by

1. Being aware of the Trusts policies and procedures.

2. Being 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.

3. Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

4. Contributing to the overall ethos/work/aims of the Trust.

5. Attending relevant meetings as required.

6. Participating in training and other learning activities and performance development as required.

7. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

8. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

9. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior teaching assistant.

10. Carrying out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.

11. Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THIS POST IS SUBJECT TO AN ENHANCED CRIMINAL RECORDS BUREAU DISCLOSURE AND DISQUALIFICATION DECLARATION (IF APPLICABLE).
THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.

THE EDUCATION VILLAGE ACADEMY TRUST
PERSON SPECIFICATION – Teaching Assistant Level 1
POST NO.

	ESSENTIAL			DESIRABLE		
	Criteria No.	**ATTRIBUTE**	**Stage Identified**	**Criteria No.**	**ATTRIBUTE**	**Stage Identified**
Qualifications & Education	E1 E2	GSCE Maths and English or equivalent Hold a valid first aid certificate or be willing to train as a first aider	AF/I AF/I	D1	Child Care Qualification – CACHE Level 1 Foundation Award for Caring for Children, NVQ Level 2 for Teaching Assistants or equivalent	AF/I
Experience & Knowledge	E3 E4	Experience of working with children of relevant age and or with complex health needs Understanding of classroom roles and responsibilities and Teaching Assistant's role	AF/I AF/I	D2	Experienced / trained First Aider	AF/I

ESSENTIAL				DESIRABLE		
	Criteria No.	**ATTRIBUTE**	**Stage Identified**	**Criteria No.**	**ATTRIBUTE**	**Stage Identified**
Skills	E5	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	AF/R/	D3	Ability to use computers and educational software packages	AF/I
	E6	Ability to work in a team and independently	AF/R/I			
	E7	Ability to communicate with wide range of audiences, i.e. parents, teachers, pupils, other professionals	AF/R/I			
	E8	Ability to administer medication as required or undertake training to do so	AF/R/I			
	E9	Ability to safely Move and Handle pupils or undertake training to do so	AF/R/I			
Personal Attributes	E10	Ability to promote fairness and a positive role model to pupils	AF/R/I			
	E11	Ability to work calmly in emergency situations following agreed procedures	AF/R/I			

ESSENTIAL				DESIRABLE		
	Criteria No.	**ATTRIBUTE**	**Stage Identified**	**Criteria No.**	**ATTRIBUTE**	**Stage Identified**
	E12	for individual pupils Enhanced DBS certificate and Disqualification disclosure	C/D			

Key – Stage identified	
AF	Application Form
C	Certificates
D	Disclosure
T	Tests
P	Presentation
I	Interview
R	References