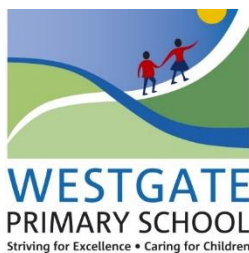


## Job Description



**Job Title:** Teaching Assistant Level 1

**School:** Westgate Primary School

**Pay Range:** A1-B1

**Responsible to:** Headteacher, Class teacher

### Role:

**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.**

### Main Duties:

1. To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
2. To supervise and support pupils ensuring their safety and access to learning
3. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. To promote the inclusion and acceptance of all pupils
5. To encourage pupils to interact with others and engage in activities led by the teacher
6. To encourage pupils to act independently as appropriate
7. To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
8. To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
9. To undertake pupil record keeping as requested
10. To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
11. To gather/report information from/to parents/carers as directed
12. To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
13. To support pupils to understand instructions
14. To provide support for pupils with additional needs. To support pupils in respect of local and national learning strategies - Literacy, Numeracy and basic ICT as directed by the teacher.

15. To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
16. To 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.
17. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
18. To contribute to the overall ethos/work/aims of the school.
19. To appreciate and support the role of other professionals.
20. To attend relevant meetings as required.
21. To participate in training and other learning activities and performance development as required.
22. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
23. To accompany teaching staff and pupils on visits, trips and out of school activities as required.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term-time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

No smoking policy.

## WESTGATE PRIMARY SCHOOL PERSON SPECIFICATION

**Job Title:**

**Teaching Assistant Level 1**

**Pay Band:**

**A1-B1**

<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>	<b>How identified</b>
<p><b>SKILLS</b></p> <p>Good numeracy/ literacy/ IT skills</p> <p>Use basic technology – video, photocopier</p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p> <p>Have common sense and be able to use their initiative;</p> <p>Have a patient, positive attitude and a calm but determined approach;</p>	<p>Application form and selection process</p>	<p>GCSE Maths and English</p>	<p>Provide evidence by producing certificate</p>
<p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <p>Working with or caring for children of relevant age</p> <p>Understanding classroom roles and responsibilities and your own position within these</p> <p>Understand the need for confidentiality at all times</p> <p>Be fully committed to equality of opportunity</p> <p>Support our mission statement wholeheartedly</p>	<p>Application form and selection process</p>	<p>Appropriate knowledge of first aid</p> <p>To be aware of policies and procedures relating to child protection, health, safety and security and data protection.</p>	<p>Application form</p> <p>Application form and selection process</p>
<p><b>QUALIFICATIONS/ TRAINING</b></p> <p>Prepared to participate in development and training opportunities</p>	<p>Application form and selection process</p>		
<p><b>OTHER CONDITIONS</b></p>	<p>Enhanced DBS clearance</p>		