

Stow Heath Primary School



TEACHING ASSISTANT – LEVEL 1

Job Description & Person Specification Brochure

DECEMBER 2024

Job Title	Level 1 Teaching Assistant
Working Hours	18 hours
Responsible to	Headteacher & Governing Body
Line Manager	Assistant Headteachers

Purpose of Job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to provide general support to the teacher in the management of pupils and the classroom. To work across school including Early Years and SEN groups.

The specific responsibilities for this post are:

Support for our pupils:

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- 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
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate.

Support for the Curriculum:

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

Support for the Teacher:

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- 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
- Promote a positive classroom environment by applying standard interventions to manage and change behaviours
- Gather/report/explain routine information from/to parents/carers as directed
- Provide clerical/admin. support e.g. photocopying, filing, collecting money etc.

Support for the School:

- 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
- Be aware of and support difference and ensure all pupils 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
- 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
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Flexibility

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may occur to the duties and responsibilities without changing the general character of the post.

Safeguarding

To be aware of and implement the measures detailed within the School's Safeguarding Policy and to work with the Designated Safeguarding Lead to ensure the welfare and well-being of all pupils at the school.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification	
Essential key skills	Evidenced Through:
<p>Experience:</p> <ul style="list-style-type: none"> • Working with or caring for children of relevant age 3-11 years 	<p>Application form, interview and references.</p>
<p>Qualifications</p> <ul style="list-style-type: none"> • Good numeracy/literacy skills • Appropriate first aid training 	<p>Application form, interview and references. Original certificates.</p>
<p>Knowledge and skills</p> <ul style="list-style-type: none"> • Participate in development and training opportunities • Use basic technology – computer, video, photocopier • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	<p>Application form, interview and references. Original certificates.</p>

Post holders must comply with the Council's Equal Opportunities and health and safety policies and Data Protection 1988.

Post holders must be knowledgeable about child protection and safeguarding procedures and policies.

Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.

Post holders will be required to demonstrate the behaviours and attributes that support WCC core values.