

Job Description and Person Specification

Teaching Assistant

Special School Level 1 GR9014

Job details	
Job title	Teaching Assistant Level 1
School	Special School
Section	
Location	
GR Number	GR9014
Grade	Scale D
Responsible to	Responsible to the Headteacher or Senior Teacher or Senior Teaching Assistant but works to and with a qualified teacher on a day to day basis.
Responsible for	
Effective date	

Role and context
Job purpose Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or in other teaching areas
Context Job family: Classroom and pastoral
Other Job Information (e.g. any special factors or constraints) Liaise with teachers, other support, health and education specialists, parents, visitors and volunteers and appreciate/support their roles.

Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
Support to pupils	
To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.	1

Principal Accountabilities (continued)	
Accountability	Order of importance
Support to pupils (continued)	
Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions, to give first aid/medicine and accompany sick children home, or to a health centre or hospital as necessary, or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.	2
Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.	3
Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.	4
Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.	5
Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.	6
Support for teachers	
Assist with the planning of learning activities	7
Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.	8
Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.	9
Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.	10
Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.	11
Administer routine tests and invigilate exams and undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework.	12
Support for the curriculum	
Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.	13
Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.	14

Principal Accountabilities (continued)	
Accountability	Order of importance
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.	15
Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.	16
Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.	17
Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.	18
Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.	19

Person specification	
Essential	Desirable
Qualifications	
• Good numeracy/literacy skills; • Completion of DfES Teacher Assistant Induction Programme; • NVQ 2 or equivalent in teaching assistance or experience; • Training in the literacy/numeracy strategy; • First Aid training/training in specific medical procedures.	
Experience	
• Working with or caring for children of relevant age.	
Skills/knowledge	
• Effective use of ICT to support learning; • Use of other equipment technology - video, photocopier; • Knowledge of relevant policies/codes of practice and awareness of legislation; • General understanding of National Curriculum and other basic learning programmes;	
Person specification (continued)	

Essential	Desirable
Skills/knowledge (continued)	
• Basic understanding of child development and learning; • Ability to self-evaluate learning needs and actively seek learning opportunities; • 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.	

General information
• The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job. • Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times. • Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion. • All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.