



Job Description

Job Title:	Teaching Assistant Level
School:	Hunslet Moor Primary School
Pay Scale:	B1 4-6
Responsible to:	Headteacher/ Phase Leader/ 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 support pupils in respect of local and national learning strategies, for example in literacy, numeracy and early years, as directed by the teacher.
15. To support pupils in using basic ICT as directed.
16. To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

17. 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.
18. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
19. To contribute to the overall ethos/work/aims of the school.
20. To appreciate and support the role of other professionals.
21. To attend relevant meetings as required.
22. To participate in training and other learning activities and performance development as required.
23. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
24. To accompany teaching staff and pupils on visits, trips and out of school activities as required.
25. To administer emergency or prescribed medication (training will be provided as appropriate).

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure 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.

PERSON SPECIFICATION

Job Title: Teaching Assistant Level 1

School: Hunslet Moor Primary School

Pay Band: B1

Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS Good numeracy/literacy skills Use basic technology – computer, IWB, photocopier, iPad Ability to relate well to children and adults Ability to work constructively as part of a team	Application form and selection process Application form and selection process Application form and selection process Application form and selection process	GCSE Maths and/or English grades D-G CSE level 2	Provide evidence by producing certificate
KNOWLEDGE & UNDERSTANDING Working with or caring for children of relevant age Understanding classroom roles and responsibilities and your own position within these.	Application form and selection process Application form and selection process	Appropriate knowledge of first aid To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	Application form Application form and selection process
QUALIFICATIONS/ TRAINING Participate in development and training opportunities	Application form and selection process	Completion of DfES Teacher Assistant Induction Programme	Application form and Certificate
OTHER CONDITIONS	Enhanced DBS clearance		