

Job Description



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| Date | September 2005 |
| Post Title | Teaching Assistant- General (Level 1) |
| Post No. | |
| Grade | Grade 2 |
| Section | |
| Service Area | Resourcing, Support and Coordination |
| Service Grouping | Lifelong Learning and Leisure |
| Responsible To | Headteacher |

Job Purpose

To work usually in the classroom under the direct instruction of teaching/senior staff.
To support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom.

Key Results Areas

Support for Pupils

- Following training, administer medication in accordance with the procedures for LEA and school policies.
- 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 Teacher

- Prepare classroom as directed for lessons, clear afterwards and assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher.
- Undertake pupil record keeping as requested (pupil information).
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Provide clerical administrative support e.g photocopying, typing, filing, collecting money etc

Support for the Curriculum

- Support pupils to understand instructions.
- Support pupils in undertaking literacy and numeracy tasks as directed by the teacher.
- Support pupils in using ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

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, including staff meetings.
- 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.

Qualifications and Experience

5 GCSEs grades A - G or equivalent level qualifications

Good numeracy / literacy skills

Supervisory Responsibilities

None

Supervision Received

Head Teacher/Deputy Head/Teacher/Classroom Teacher as appropriate

Principal Contacts

Head Teacher

Deputy HeadTeacher

Classroom Teachers

Other Support Staff

Pupils

Parents

Special Conditions

Disclosure and Barring Service Disclosures

This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Services Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Job Requirement



Date **September 2005**
Post Title **Teaching Assistant - General (Level 1)**
Service Area **Resourcing, Support and Coordination**

| Requirement | Essential/ Desirable | How Tested (S) used at Shortlisting |
|---|---------------------------------|--|
| Education/Qualifications/Knowledge | | |
| 1.1 5 GCSEs grades A - G or equivalent level qualification | E | Application Form (S) |
| 1.2 Good numeracy/literacy skills | E | Application Form (S) / Interview |
| 1.3 First Aid qualification | D | Application Form |
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| Experience | | |
| 2.1 A minimum of 6 months experience of working with or caring for children of relevant age | D | Application Form / Interview |
| 2.2 Using basic technology - computer, video, photocopier | D | Application Form / Interview |
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| Aptitudes and Skills | | |
| 3.1 Ability to use relevant equipment / resources e.g. photocopier, computer, video | E | Interview |
| 3.2 Good verbal and written communication skills and ability to relate well to children and adults. | E | Interview |
| 3.3 Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities. | E | Application Form (S)/ Interview |
| 3.4 Ability to identify own training and development needs and participate in on-going training | E | Interview |
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| Personal Attributes | | |
| 4.1 Ability to deal calmly with different situations as they arise | E | Interview |
| 4.2 Develop good relationships with pupils, parents and staff | E | Interview |

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| 4.3 Understand and respect the principles of confidentiality | E | Interview |
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| 4.4 Approachable with a good sense of humour | E | Interview |
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Circumstances

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| 5.1 None | | |
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Equal Opportunities

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| 6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council | E | Interview |
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