

Bishop Carpenter CE Primary School



Job Description for Teaching Assistant Level 1

Job Title: Teaching Assistant Level 1

Pay Grade 4

Weeks per Year: 38 (term time only)

Hours per week – up to 27.5 hours (Mon – Thurs 8.30 – 3.00pm, Fri 8.30 – 2pm to include 2 lunchtime duties)

Responsible to: Class teacher/ SENCo

Fixed term until 21st July 2023

General Description of Post

To support the teaching staff in raising pupil attainment, working under the direction of the class teachers to allow all children to be included in all aspects of the school day.

The Head Teacher is responsible for the overall policy and educational programme of the school and for matters of control and discipline within the appropriate Articles of Government.

Qualifications

Appropriate level of literacy and numeracy skills

Aptitude for working with children

Support the pupils by:

Supervise and support pupils ensuring their safety and access to learning

Support pupils in the learning environment in order to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils

Assist pupils, individually and in small groups, in the understanding and completion of pre-defined learning activities to meet the requirements of pupils and the curriculum (for example literacy, numeracy, basic ICT)

May assist with the supervision of pupils out of lesson times to enhance service delivery (for example before and after school)

Support the teacher by:

Participate in meetings and team development activities to support the achievement of individual and team performance and development objectives

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Observe behaviour and use awareness of behaviour management and communication strategies to deal with individual cases of low level disruption by pupils in class.

Monitor resource levels to ensure the timely availability of resources to meet the requirements of the curriculum. Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.

Observe, be aware of and report on pupil problems, progress and achievements to the teacher to contribute to the gathering of information for the completion of pupil profiles and records of attainment to maximise pupil development. Gather and report information to and from parents / carers as appropriate to meet service delivery requirements.

Support the curriculum by:

Prepare and maintain, the predefined learning resources and work environment for specific learning activities to meet the needs of pupils and the Curriculum.

Support the school by:

Provide routine clerical and other support to meet service delivery requirements (for example photocopying, typing, filing, laminating, collecting money, school trips)

Build and maintain positive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.

Experience necessary

Appropriate level of literacy and numeracy skills

Demonstrable experience of working with or caring for children of relevant age

Desirable

Completion of DfES Teacher Assistant Induction Programme

Completion of relevant in-house personal development courses within a similar role

Understanding of corporate equalities standards and diversity issues and impact in immediate work area

Appropriate IT and keyboard skills

Appropriate level of data protection, security and confidentiality awareness

Basic knowledge of first aid