



JOB DESCRIPTION

Post Title: TEACHING ASSISTANT- Castle School (LEVEL 1)

Grade: Band 2

Responsible to: HLTA/ SENIOR TA/ LINE MANAGER MANAGING SUPPORT STAFF

Job Purpose: To work under the direct supervision of teaching/senior staff, usually in a classroom with a teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom

To assist the teacher in providing support for pupils with severe learning difficulties (SLD), profound and multiple learning difficulties (PMLD) and autism (ASD)

Resources	Staff	None
	Finance	Collecting Money
	Physical	School and Classroom Resources
	Clients	Teachers, Groups of Children

Duties and key result areas:

Support for Pupils

1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.
2. Supervise and support children in their access of learning.
3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
5. Encourage children to play and interact with one another.
6. Encourage children to engage in, and participate in learning activities lead by the class teacher.
7. To encourage children to act independently as appropriate.
9. Assist other staff in delivering programmes of work devised by other professionals including; physio programmes and positioning of children, speech and language therapy programmes, occupational therapy programmes.

10. Providing appropriate levels of intervention with regard to incidents of challenging behaviour within a SLD, PMLD, ASD setting.

11. To support children with SLD, PMLD and/or ASD in integrated activities with pupils in the mainstream.

Support for the Teacher

1. As directed by the class teacher:
 - Prepare the classroom prior to a lesson
 - Clear up after a lesson
 - Assist with the display of pupils' work
2. Report to the classroom teacher, as agreed, on:
 - Pupil problems
 - Pupil progress
 - Pupil achievements
3. Undertake the maintenance of pupils records as directed by the class teacher.
4. Support the teacher in the management of pupil behaviour.
5. Gather information from parents and carers as directed by the class teacher.
6. Provide information to parents and carers as directed by the class teacher.
7. Provide the classroom teacher with clerical and admin support, particularly:
 - Undertaking bulk photocopying
 - Word processing
 - Filing
 - Collecting money

Support for the Curriculum

1. Help pupils to understand instructions.
2. Support pupil learning with respect to all of the local and national learning strategies.
3. Support pupils in their use of ICT as directed by the class teacher.

4. Prepare and maintain equipment and resources as directed by the class teacher.

Support for the School

1. Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection
2. Work in such a way that you promote the ethos and vision of the school.
3. Participate in training and development and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	None
Working patterns:	Normal hours
Working conditions:	Mainly indoors



PERSON SPECIFICATION

Post Title: LEVEL 1 TEACHING ASSISTANT		Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
5 A-C GCSE grades (or equivalent) including Maths and English	Teaching Assistant qualification Completion of DfES Teaching Assistant Induction Programme	(a), (i)
Experience		
Working with or caring for children with PMLD, SLD, ASD	Basic clerical duties Working as a member of a team	(a)
Skills and competencies		
Basic ICT skills Basic office skills: <ul style="list-style-type: none"> • Photocopying • Filing Can relate well to both children and adults Can work as a member of a team Be able to communicate well with parents/carers	Appropriate First aid knowledge Makaton	(a), (r)
Physical, mental and emotional demands		
Other		
Willingness to participate in training and personal development		(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits