



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Teaching Assistant (Level 1)
SCHOOL: Castle School
SALARY: Band 2
RESPONSIBLE TO: Headteacher

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

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)

MAIN RESPONSIBILITIES:

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.



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Post Title: Teaching Assistant Level 1	Department:		Assessment Methods
	Essential	Desirable	
Experience	<ul style="list-style-type: none"> Working with or caring for children with PMLD, SLD, ASD 	<ul style="list-style-type: none"> Basic clerical duties Working as a member of a team 	
Skills & Competencies	<ul style="list-style-type: none"> Basic office skills: including photocopying and filing Can relate well to both children and adults Be able to communicate well with parents/carers 	<ul style="list-style-type: none"> Appropriate First Aid knowledge Makaton 	
Knowledge & Qualifications		<ul style="list-style-type: none"> 5 A-C GCSE grades (or equivalent) including Maths and English Teaching Assistant qualification Completion of DfES Teaching Assistant Induction Programme 	
Physical, mental and emotional demands	<ul style="list-style-type: none"> Commitment to helping provide a high quality service to children and families 		
Other	<ul style="list-style-type: none"> Willingness to participate in training and development 		