

The Dales School/Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Teaching Assistant (Level 1)	<b>Director/Service/Sector :</b> Children's Services		<b>Office Use</b>
<b>Band:</b> 2	<b>Workplace:</b> The Dales		
<b>Responsible to:</b> LEAD HLTA/ SENIOR TA/ LINE MANAGER MANAGING SUPPORT STAFF	<b>Date:</b>	<b>Manager Level:</b>	
<b>Job Purpose:</b> 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			
<b>Resources</b> Staff	Not Applicable		
Finance	Not Applicable		
Physical	Some shared responsibility for classroom equipment and materials.		
Clients	Relevant School pupils		

## **Duties and key result areas:**

### **Support for Children**

1. Attend to the personal needs of children 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 to learning through the use of universal classroom strategies.
3. Build meaningful relationships with children, 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 led by the class teacher.
7. To encourage children to act independently as appropriate
8. Under the guidance of the class team, use a consistent, relational approach to managing behaviour.

### **Support for the staff team**

1. As directed by the class teacher:
  - Prepare the classroom prior to a lesson
  - Clear up after a lesson
  - Assist with the display of children's learning and other appropriate materials
2. Report to the classroom teacher, as agreed, on:
  - Children's difficulties
  - Children's progress
  - Children's achievements
3. Contribute to the maintenance of children's records as directed by the class teacher.
4. Support the teacher in the management of behaviour using a relational approach using the key principles of P&I.
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 clerical and admin support, particularly:
  - Undertaking photocopying
  - Preparing resources

- Filing
- Collecting money
- Collate children's work (books/folders etc)

### **Support for the Curriculum**

1. Help children to understand instructions
2. Help children access learning activities through specialist support
3. Support children 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. Attend and participate in professional development, and activities that contribute to the management of performance.
4. Assist with the management of children 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 leadership team.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

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:  
Working patterns:  
Working conditions:

Northumberland County Council  
**PERSON SPECIFICATION**

<b>Post Title: Teaching Assistant -General</b>	<b>Director/Service/Sector: Children's Services</b>	<b>Ref: SG16</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ level 1 or higher in English and Mathematics. NVQ level 1 for teaching Assistants or equivalent qualifications Experience of using ICT in a learning environment	Training in relevant learning strategies relating to SEND. Other qualifications e.g First Aid	(a), (i), (t)
<b>Experience</b>		
Experience of working with children in the Primary age range.	Experience of supporting children's health and care needs.	(a)
<b>Skills and competencies</b>		

<p>Good organisational and time management skills.</p> <p>Good communication skills.</p> <p>Ability to work as part of a team.</p> <p>Basic ICT skills.</p>	<p>Ability to provide support for and engage children in their learning.</p> <p>Ability to provide support for children's health and care needs.</p>	<p>(a), (r)</p>
<p><b>Physical, mental and emotional demands</b></p>		
<p>An active post involving periods of standing with some kneeling, bending and stretching.</p> <p>Need to remain alert to monitor pupil activity, learning and health and safety risks.</p> <p>Commitment to helping provide a high quality service to children and families.</p>	<p>An understanding of Safeguarding children in a school setting.</p>	
<p><b>Other</b></p>		
<p>Willingness to participate in training and personal development</p>		<p>(i)</p>