

ASTLEY PARK SCHOOL



Teaching Assistant Level 1

Job Description & Person Specification

2024

Astley Park School

Grade Profile – Teaching Assistant Level 1	
POST TITLE	TA 1
GRADE	Grade 3 SCP 3-4
CAR USER	n/a
LOCATION	Chorley Astley Park School
RESPONSIBLE TO	Class Teacher
STAFF RESPONSIBLE FOR	n/a
JOB PURPOSE:	The main objectives to be achieved by the Post holder
Under direction, to support the classroom teacher, mainly concerned with the physical needs of pupils, will have some involvement in the supervision of directed set tasks, and care of pupils including those with special needs and in the preparation of resources and classroom organisation, will have involvement in the preparation of resources, basic record keeping and supporting the teacher with classroom organisation. It is envisaged that their contribution to the curriculum would be carried out under supervision of senior staff.	
MAIN ACTIVITIES	What the Post holder will do What prescribed duties the post holder will have
Support for Pupils	
<ul style="list-style-type: none"> To meet the needs of pupil(s) in relation to welfare, hygiene, toileting, dressing, feeding and mobility. 	
<ul style="list-style-type: none"> To assist with movement around the school environment and during school activities. 	
<ul style="list-style-type: none"> To assist in the development of independent social skills. 	
<ul style="list-style-type: none"> To assist in the proper use of specialist aids and equipment. 	
<ul style="list-style-type: none"> To assist in the supervision of set tasks and integrated therapy for an individual/small group of pupils. 	
<ul style="list-style-type: none"> To accompany pupils on visits. To administer basic first aid where appropriately trained. To assist in the specific medical/care needs of pupils when specific training has been undertaken 	
Support for the Teacher	
<ul style="list-style-type: none"> To assist in preparation of resources and tidying away. 	
<ul style="list-style-type: none"> To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting damages. 	
<ul style="list-style-type: none"> To assist in monitoring, displaying and the removal of work displays. 	
<ul style="list-style-type: none"> To report pupils' problems/achievements to the teacher, as necessary. 	
<ul style="list-style-type: none"> To undertake photocopying and routine clerical duties. To report pupil absence to the school's nominated person. To report information from parents/carers as directed. 	
Support for the School	
<ul style="list-style-type: none"> To assist in providing an atmosphere in which effective learning can take place. 	
<ul style="list-style-type: none"> To attend staff training/meetings where appropriate. 	

<ul style="list-style-type: none"> To work within school policies and procedures. 	
<ul style="list-style-type: none"> To take care for their own and other people's health and safety. To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork. To assist with the supervision of pupils out of lesson times, including before and after school. 	
<ul style="list-style-type: none"> To support the promotion of positive relationships with parents, carers, and outside agencies 	
Support for the Curriculum	
<ul style="list-style-type: none"> Ensure the availability of appropriate learning aids, materials and equipment. 	
<ul style="list-style-type: none"> Support for pupil learning and development under supervision 	
<ul style="list-style-type: none"> To liaise with the School's appropriate person regarding the ordering supplies and equipment 	
<ul style="list-style-type: none"> Monitor and manage stock, if necessary, within an agreed budget, cataloguing resources and undertaking audits as required. 	
Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.
Agreed by: SLT	

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification – Teaching Assistant Level 1

Personal Attributes required (based on the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
GCSE English and Maths A-C or equivalent	D	A/F
Relevant Child Care qualification	D	A/F
ICT skills	E	A/F
Experience		
Experience of working with or caring for children of relevant age	D	A/F
Experience of working in a school	D	A/F
Knowledge/skills/abilities		
Ability to relate well to children	E	I
Ability to work as part of a team	E	I
Ability to organise classroom resources	E	I
Good communication skills (oral and written)	E	I
Knowledge of classroom roles and responsibilities	D	A/F
Knowledge of the concept of confidentiality	E	
Basic knowledge of First Aid	D	
Ability to use relevant technology (e.g. computer, photocopier, iPad, etc)	E	
Flexible attitude to work	E	
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to undertake in –service development	E	I
Special Requirements		