



JOB OUTLINE	
JOB TITLE:	Teaching Assistant 1
GRADE:	Grade 3 SCP 3-4
LOCATION:	Red Marsh School
RESPONSIBLE TO:	Head Teacher
JOB PURPOSE:	<b>The main objectives to be achieved by the Post holder</b>
Under direction, to support the classroom teacher, you will help to meet the educational, social, physical and care needs of pupils. You will be involved in working with pupils to ensure they meet their outcomes, the preparation of resources and classroom organisation but will have greater involvement in the preparation of resources, basic record keeping and supporting the teacher with classroom organisation.	
MAIN ACTIVITIES	<b>What the Post holder will actually do</b> <b>What prescribed duties the post holder will have</b>
<b>Support for Pupils</b> <ul style="list-style-type: none"> <li>– To meet the needs of pupil(s) in relation to education, welfare, hygiene, toileting, dressing, feeding and mobility.</li> <li>– To assist with movement around the school environment and during school activities.</li> <li>– To assist in the development of independent social skills.</li> <li>– To assist in the use of specialist aids and equipment.</li> <li>– To assist in the supervision of set educational tasks and integrated therapy for an individual/small group of pupils.</li> <li>– To accompany pupils on visits.</li> <li>– To administer basic first aid where appropriately trained.</li> <li>– To assist in the specific medical/care needs of pupils when specific training has been undertaken</li> </ul> <b>Support for the Teacher</b> <ul style="list-style-type: none"> <li>– To assist in the teaching of small groups of pupils</li> <li>– To assist in preparation of resources and tidying away. <ul style="list-style-type: none"> <li>– To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting damages.</li> </ul> </li> <li>– To assist in monitoring, displaying and the removal of work displays.</li> <li>– To report pupils problems/achievements to the teacher as necessary.</li> </ul> <ul style="list-style-type: none"> <li>– To undertake photocopying and routine clerical duties.</li> <li>– To report pupil absence to the school's nominated person.</li> <li>– To report information from parents/carers as directed.</li> </ul> <b>Support for the School</b> <ul style="list-style-type: none"> <li>– To assist in providing an atmosphere in which effective learning can take place.</li> <li>– To attend staff training/meetings where appropriate.</li> <li>– To work within school policies and procedures.</li> <li>– To take care for their own and other people's health and safety.</li> <li>– To be aware of the confidential nature of issues related to home/pupil/teacher/school work.</li> <li>– To assist with the supervision of pupils out of lesson times, including before and after school.</li> </ul> <b>Support for the Curriculum</b> <ul style="list-style-type: none"> <li>– Ensure the availability of appropriate learning aids, materials and equipment.</li> </ul>	
<b>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</b>	



## Employee Specification Form

### Title of Post Teaching Assistant - Level 1

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<b>Qualifications</b> (certificates must be brought to the interview) Minimum of grade C in GCSE qualification in English Language and Mathematics (or equivalent)  ICT qualification	D   D	AF   AF
<b>Experience</b>  Experience of working with or caring for children and or young adults	D	AF
<b>Knowledge/skills/abilities</b>  Ability to relate well to children and or young adults Ability to work as part of a team Ability to organise classroom resources Good communication skills (oral and written) Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Basic knowledge of First Aid Ability to use relevant technology Confident in effective use of ICT Flexible attitude to work	E E E E D E D E E E	I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
<b>Other</b> Commitment to personal CPD  The candidate must be a highly motivated and committed to working with pupils with SEN  Commitment to safeguarding and protecting the welfare of children and young people  Commitment to supporting school beyond the school day.  Commitment to undertake in –service development  Commitment to high levels of attendance	E          E     E	AF/I          AF/I     AF/     AF/II     AF/I AF/I
<b>Special Requirements</b> To share the schools values, purpose and vision  Evidence of successful progress towards performance management targets  A willingness to participate in all aspects of PE including swimming  Flexibility to work at either Holly or Willow Campus	E    E   E	I    I   I  I