

Post Title: Teaching Assistant Grade 1

Post Holder:

Reporting To: Head Teacher - Miss Julie Wilson

Hours: 32.5 hours per week TTO, 5TEDs

Point Range: Scale 1 Point Range 1-2

Effective Commencement Date:

Job Purpose:

- To support and work collaboratively with the class teacher with their responsibility for the development and education process providing care and supervision skills to children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

Outline Responsibilities and tasks:

Under the direction and control of the classroom teacher or designated supervisor:

- Supervise the activities of an individual or groups of children to ensure their safety and facilitate their physical and emotional development
- Use their specialist skills to undertake activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Use specialist skills to foster the intellectual and social development of children.
- To monitor individual pupil's problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- Within competence to assist the teacher in the delivery of educational and developmental work programmes.
- Actively engage in the pre-determined educational activities and work programmes and to assist in personal and individual development of individuals or groups of pupils.

QUALIFICATIONS REQUIRED:

- No specific qualifications required. The ability to support pupils and staff and communicate with parents through fluent and accurately spoken English

SUPERVISORY RESPONSIBILITY:

- None

SUPERVISION RECEIVED:

- Classroom teacher/designated supervisor

PRINCIPAL CONTACTS:

- Pupils, classroom teacher/supervisor, other Teaching Assistants.

JOB RESPONSIBILITIES AND TASKS may include:

Under the direction and control of the Classroom Teacher -

- To assist the teacher with learning activities generally in the classroom.
- Contributing to the planning of work to meet the needs of the National Curriculum and individual needs of pupils and students.
- Contributing to the planning and needs of the Foundation Stage relating to the individual needs of pupils and students.
- Contributing to the planning of work to meet the needs of pre-school children.
- Contributing to the formulation of Individual Education Plans including attendance at SEN reviews and other meetings relevant to the service/pupil needs.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- To display and present children's work.
- Responsibility for visual aids.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- Assistance with the physical manipulation of objects and equipment.
- General supervision, counselling and discipline of children and students, within the procedures of the school and/or service.
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - (ii) the changing of soiled clothing including its disposal in the appropriate way;
 - (iii) assisting with children's injuries and where qualified, administering basic first aid;
 - (iv) (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff;

(v) to assist with the identification and monitoring of children's general health and welfare.

- Helping the teacher with tasks.
- Hearing children read.
- Supporting children to be independent by helping them with tasks.
- Answering questions from pupils.
- Providing support for the Literacy and Numeracy Strategies.
- Giving spelling exercises if appropriate to the needs of the pupils.
- Assisting with supervision of children within the school.
- Assisting the pupil to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- To contribute to meetings to discuss the specific child's progress.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.
- To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning, and reinforcing the child(ren)'s self-esteem through praise and encouragement.
- Assisting with the promotion of independence activities and mobility skills.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

The job description may be reviewed if necessary. It may be amended at any time after consultation with you.



Signed (issued by):

Date:

Signed (received by):

Date: