JOB DESCRIPTION
&
PERSON SPECIFICATION

Level 1B Teaching Assistant

Grade:	Level 1B
Responsible to:	Headteacher
Direct Reports:	Class Teacher
Indirect Reports:	
Job Description Issue Date:	
Postholder Name:	
Postholder Signature:	

Purpose of the Role

- To support the classroom teachers/SENCO, to facilitate the active participation of children in the academic and social activities of the school.
- To be highly ambitious for our children, our families and our setting and to communicate this through actions and words.
- To promote and support the quality of provision, including physical, emotional, social and intellectual education and care for children in the setting.

General Responsibilities

- Be familiar with and support the Trust and school's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, behaviour, SEND, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust and school;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

1. Support for children

- In conjunction with the Senco and classroom teachers, plan and adapt intervention activities to meet the needs of individual children and small groups.
- Take responsibility for delivering intervention learning activities with groups of up to 10 children who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, SEBD, learning skills, etc. as directed.
- Encourage and promote inclusion, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment

3. **Support for the teacher**

- Assist in maintaining records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop resources as required.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
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4. **Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.

Key Relationships (Internal and External)

- Liaise with and attend regular meetings with HT/AHT/SENDCo/Safeguarding Team as requested.
- Liaise with class teachers.

Notes

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed;
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.

★ Person Specification - Level 1b Teaching Assistant

	Essential	Desirable
Education and Qualifications		
English and Numeracy qualification GCSE Grade C or above / Grade 4	★	
First Aid Certificate or willingness to undertake training	★	
Knowledge and Experience		
Experience of working with primary age children		★
An understanding of relevant policies and awareness of relevant legislation		★
A general understanding of national/foundation stage curriculum and other relevant learning programmes/strategies		★
Professional Skills		
Appropriate IT and keyboard skills to effectively use all relevant school software	★	
Proven ability to work under pressure, prioritise and respond to deadlines	★	
Ability to make sound judgements and work effectively under conflicting demands	★	
Excellent interpersonal skills with the ability to communicate effectively with a broad range of audiences	★	
Flexible and open to new ways of doing things, recognises when help is needed and offers support, empowers other members of the team	★	
Excellent written and communication skills		★
Personal Qualities		
Flexible and adaptable approach		★
Punctuality, patience, reliability and trustworthiness	★	
Professional approach to all aspects of work	★	
Resilience and ability to react calmly to challenging situations	★	
Strong value of teamwork with the ability to support and contribute to the ethos and Values of the Trust	★	