



## FRESHFIELD PRIMARY SCHOOL

**JOB DESCRIPTION:** Teaching Assistant Level 1 Band C SCP3

**RESPONSIBLE TO:** Hayley Ward, Head teacher

<b>Main purpose of the role</b>
<b>To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils.</b>
<b>Objectives</b>
<b>To work flexibly as part of a team supporting children in line with Freshfield Primary School's mission and values.</b>
<b>Support for the child</b>
<ul style="list-style-type: none"><li>• Establish good working relationships with children, acting as a role model</li><li>• Be aware of and respond appropriately to individual child's needs</li><li>• Promote inclusion and acceptance of all children</li><li>• Encourage children to interact with others and engage in activities led by the teacher</li><li>• Encourage children to act independently as appropriate</li></ul>
<b>Support for the teacher</b>
<ul style="list-style-type: none"><li>• Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc) – may be deleted if not appropriate to school need.</li><li>• Assist with the display of children's work</li><li>• Prepare classroom as directed for lessons and clear afterwards</li><li>• Report children's achievements, progress and issues as appropriate in agreed format.</li><li>• Manage children's behaviour in line with school policy and ensure reports are made in agreed school format</li><li>• Gather/report basic information from/to parents/carers as directed</li></ul>
<b>Support for the curriculum</b>
<ul style="list-style-type: none"><li>• Prepare and maintain equipment and resources as directed</li><li>• Assist children in the use of appropriate resources within appropriate lesson plan</li></ul>
<b>Support for the school</b>
<ul style="list-style-type: none"><li>• Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).</li><li>• Contribute to the school ethos, aims and development/improvement plan</li><li>• Appreciate and support the role of other professionals</li><li>• Attend relevant meetings as required</li><li>• Participate in training and other learning activities as required</li><li>• Assist with the supervision of children out of directed lesson time, including before and after school if appropriate and within working hours</li><li>• Accompany teaching staff and children on visits, trips and out of school activities as required</li></ul>



## PERSON SPECIFICATION

### Teaching Assistant Level 1

<b>Qualifications and Training</b> <ul style="list-style-type: none"> <li>Requirement to complete DfES Teacher Assistant Induction Programme</li> <li>Willingness to participate in relevant training and development opportunities</li> <li>Willingness to undertake appointed person certificate in first aid administration</li> </ul>	E E D
<b>Skills</b> <ul style="list-style-type: none"> <li>Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>Ability to build effective working relationships with all pupils and colleagues</li> <li>Ability to promote a positive ethos and role model positive attributes</li> <li>Good personal numeracy and literacy skills</li> </ul>	E  E E E
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>Awareness and basic understanding of school curriculum (with specified age range or subject area)</li> <li>Basic awareness of inclusion, especially within a school setting</li> <li>Understanding of basic technology – computer, video, photocopier</li> <li>Experience of working with and/or caring for children (with specified age range)</li> <li>Above within an educational setting</li> </ul>	E  E D E
<b>Professional Values and Practice</b> <ul style="list-style-type: none"> <li>Must be able to demonstrate the following:</li> <li>High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work</li> <li>Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</li> <li>Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning</li> <li>Able to improve their own practice through observations, evaluation and discussion with colleagues</li> </ul>	

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**The post is subject to Enhanced Disclosure**

**The post holder's responsibility for promoting and safeguarding the welfare of children and young people for who he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times.**

**The post holder must sign to denote they have read and understand both the Child Protection Policy and the Keeping Children Safe in Education document.**

**All staff are expected to adhere to the school's Staff Code of Conduct.**